

## MUSICIAN TRAINING GUIDE

This document will give specific outlines for those interested in becoming a musician and/or Music Director at FA|FM Church. There is a checklist for each level at the end of this document that must be completed before the musician advances to the next level.

### **LEVEL EXPLANATION**

- LEVEL 1 – New Volunteer
- LEVEL 2 – Youth | Wednesday Musician
- LEVEL 3 – Main Service Musician
- LEVEL 4 – Section Leader
- LEVEL 5 – Music Director

Level 1 is taught and signed off by Level 2 - 5

Level 2 is taught and signed off by Level 3 - 5

Level 3 is taught and signed off by Level 4 - 5

Level 4 is taught and signed off by Level 5

Level 5 is taught and signed off by a Music Director or Experience Director

### **WHO IS THIS TRAINING FOR?**

The musician training is designed for those who have a heart for worship and have been given the gift to sing by God. This training is a requirement for those who would like to be a part of the praise and worship teams at FA|FM Church.

### **THE HEART BEHIND THE TRAINING**

Our goal as a musician is to bring to life the message that is being pushed on the platform given by the Pastoral team at FA|FM Church. As a ministry, we partner with God, becoming a movement that changes one life at a time.

# INTRODUCTION

## EXPECTATIONS WITH TRAINING

### 1 SPIRITUAL

- A community of authentic relationships
  - Be a positive light to those God allows us to pour into and impart what gifts God has given us, raising up more leaders impacting our city for Christ.
    - *“Sweat friendships refresh the soul and awaken our hearts with joy, for good friends are like the anointing oil that yields the fragrant incense of God’s presence.”*  
*Proverbs 27:9*

### 2 LEADERSHIP

- Equipping people to grow in Christ
  - We lead by example. Everything we say and do represents God, church and family.
    - *“Above all, set yourself apart as a model of a life nobly lived. With dignity, demonstrating integrity in all that you teach.”* *Titus 2:7*

### 3 TECHNICAL

- Excellence that honors God and inspires people
  - Put our heart and soul in your work, honoring God in all that we do. Doing your very best in every task given.
    - *“Put your heart and soul into every activity you do, as though you doing it for the Lord himself and not merely for others.”* *Colossians 3:23*

### 4 CREATIVE

- A personal encounter with God
  - Inspire others to dream and think outside the box. We are always looking for new ways to share the gospel.
    - *“He has filled them with skills to do all manner of work.... those who do every work and those who design artistic works.”* *Exodus 35:35*

# WEEK ONE (LEVEL 1)

## NEW VOLUNTEER

**TRAINER** - Main Service Musician | Section Leader | Music Director

The trainer must train the level criteria below in order to advance someone onto the next level and/or be solo on this level.

### 1 LAUNCH ORIENTATION

- Meet and Greet (Coffee Shop Area)
  - Meet the Creative Staff
  - One thing about the volunteer that we won't forget
  - Quick testimony from a leader
  - Why do you want to serve on the team?

### 2 ORIENTATION TOUR

- Stage
  - Spike marks and platforms for musicians
  - Entering and leaving the stage
    - Transition Movements  
(Opening Video | Hosting | Altar Call)
    - Placement and Timing  
(When do we come on and from where?) Stage Left & Right
- Green Room
  - Waiting period during or before a service
    - Talk through a song or set list
    - Hang with other members
    - Pray and intercede for the service
  - In-Ears
    - Every musician will get new ears if they need them
    - Setting your volume and mix
  - Team Huddle
    - After worship in the 2<sup>nd</sup> service
    - Sit in the first service after worship
    - Culture of Prayer and Abandoned Worship
- Creative Arts Suite
  - Meet other staff if available

### **3 COME TO PRACTICE PREPARED**

- Learn your chord progressions, lead lines and arrangement for each song
- We may change the arrangement from week to week
  - You will get reminders and direction through the weekend team group text sent out by the worship leads
  - The arrangement will be clearly notated in PCO and on the charts

### **4 PLANNING CENTER**

- We upload the set list and scheduling for each service and practices two weeks in advance
- Responding to an Invite (You are confirming that you can come to our scheduled practice and services that apply)
  - Accept or Decline
  - Block out dates
- Practicing with Planning Center
  - Practice Loops
    - Helps guide you through the song
    - Helps with dynamics and mapping
  - Instrument Tutorials
    - Sometimes given to help you learn your music
  - Attachments
    - Chord Chart | Rhythm Chart | Number Chart
    - Tutorials | Music Videos
- Downloading
  - You can download anything off PCO to make it easier to practice

# WEEK TWO (LEVEL 2)

## YOUTH | WEDNESDAY MUSICIAN

The overall role of the musician is to support and carry out the vision set by the music director and/or worship director.

### **TRAINER** - Section Leader | Music Director

The trainer must train the level criteria below in order to advance someone onto the next level.

#### **1 STAGE PRESENCE**

- Worship Freely
  - We love passionate worshipers (David)
    - Worship like your favorite team won the super bowl
    - God deserves at least that for laying down his life for us
  - Be yourself
    - Don't mock others
    - Express the way you would in other areas of your life
- Stay on your strike
  - Be aware of your surroundings
  - Move around freely but come back to the strike for video and lighting purposes
- Don't perform
  - We are worshipping for an audience of ONE
- Dynamics
  - Think about what we are singing and express that
    - Praise
      - Jump | clap | shout | Confirm
    - Worship
      - Lift your hands | bow | cry
- Interaction with the Team
  - Respond and look to those around you on the stage
  - Inspire each other and confirm your message
  - Listen and watch the music director for changes within the set

## 2 BASIC COMMUNICATION

- Chord Chart Terminology
  - Intro | Chorus | Verse | Bridge | Turn Around | Tag | Ending
- Chord Progression
  - A series of chords
- Build
  - Grow in your dynamics
    - Play in another octave | Stack sounds | Change sounds
    - Create more movement on the instrument | Swells
- Retard (Drag)
  - To slow down and make an ending more dramatic
- Turn around
  - Repeat a section of music again
- Lay it down (Fade Out)
  - Allow the last chord in a progression to die off naturally
- Run
  - A series of notes played to emphasis a moment or set up a section
- Break down (Keys Only)
  - The music will die down to one or two instruments
- Lay out
  - Do not play in that section or moment
- Roll a chord
  - To continue to drive a chord in order to keep the moment big
- Swell
  - To ease into a hit or moment building the dynamics of the song
- Underscoring
  - To play with feel under a communicator, setting the atmosphere with no melody.
- Transitions
  - Music played before or after songs or moments within the service
- Crash Out
  - Band hits together all in with a continuous full sound.
- Pocket
  - Lock in and lay in the groove. Stop over playing.
- Hits
  - All Band plays an intentional rhythm

# WEEK 3 (LEVEL 3)

## MAIN SERVICE MUSICIAN

A Level 3 musician should be able to flow within and out of songs leading the band when needed on their specific instrument.

**TRAINER** - Section Leader | Music Director

The trainer must train the level criteria below in order to advance someone to level 4.

### 1 MEMORIZE YOUR MUSIC

- Have the chord progressions, lead lines and arrangement memorized for all songs
- Have the service opener and closing section memorized

### 2 MUSIC DYNAMICS

- Be able to feel and move dynamically through-out the service

### 3 PROFICIENT ON YOUR INSTRUMENT

- Be able to play skillfully on your instrument
- Be able to reproduce what the music selection calls for
- Be able to change on the spot according to the Music Director or Worship Directors direction

### 4 SUPPORT THE VISION OF THE HOUSE

- Attend services even when you are not scheduled to play
- Help the Music Director recruit new volunteers
- Create relationships with other Oaks Worship members
- Praying for the leadership at Oaks Church
- Attending the Dream Team Meetings on Sunday Mornings

### 5 WORSHIPERS HEART

- Worship with a contrite, grateful and thankful heart

## 6 DRESS CODE

- Be comfortable but not sloppy
  - No formal wear unless specified
  - Hats and holes are expectable
  - No shorts or Flip flops for guys
  - Open toe is acceptable for women
- Women be careful with your body
  - Skirts to short | Low cut necks | tight pants that reveal
  - Understand we are up off the ground three feet from the crowd
  - Mock worshiping at home in front of a mirror to check for any wardrobe malfunctions

# WEEK 1 (LEVEL 4)

## SECTION LEADER

A level 4 musician should be able to teach and guide other musicians in their section while running a rehearsal when and if needed.

**TRAINER** - Music Director | Experience Director

The trainer must train the level criteria below in order to advance someone to level 4.

### 1 LEADING THE TEAM

- Communication
  - Talking to and acknowledging everyone on the team
  - Keeping the Creative Arts Pastors informed always of any change
  - Keeping other leaders accountable (Proverbs 27:17)
- Serving
  - Taking care, the teams needs first
  - Keeping the stage and green room stocked and ready
  - Helping the Creative Arts Pastors facilitate the service needs
- Spirituality
  - Keeping up with daily devotions and prayer with the leadership team
  - Leading in prayer and devotion when needed
  - Intercede for the Pastors, Church and services
- Character
  - Always honest, kind, hardworking and lifting up others
  - Keeping what goes out on social media positive and in line with the vision and beliefs of the Church
- Prompt
  - Being early is on time
  - On time is late
  - Late is unacceptable
  - You cannot expect the team to do something you're not
  - Lead by example

## **2 SERVING THE MUSIC DIRECTOR**

- Help set out iPads for practices and services
- Help keep the green room straight and ready
- Stay with new members as they get adjusted
- Inform leaders of changes that need to be made
- Keep a positive attitude around and within the team
- Always support the vision and leadership
- Stop chatter during rehearsals
- Keep the team focused
  - 20 minutes before service, pray in the green room
  - Everyone needs to sit in one service
  - Run through parts if needed after or before services with musicians

## **3 BE READY TO LEAD AT ALL TIMES**

- Be prepared to lead any of the set list songs even if you're not scheduled
  - 2 Timothy 4:2
- Learn all parts and arrangements to best of your ability
  - To assist in teaching and leading musicians
  - To better understand the dynamics of the song your leading
  - To push yourself to be the best you

## **4 BE A SELF LEARNER**

- Watch tutorials and/or take lessons to push yourself musically to grow
- Study other musicians
  - Stage presence
  - Communication
  - Tone and Command of the Voice and stage

## **5 RESEARCH**

- Always on the lookout for new songs.
- Share new ideas and songs with leadership
- Look for new ways to train and recruit

## **6 RECRUIT**

- Be an advocate of FAMFM Church and the Creative Arts Team
- Help find and recruit new leaders and volunteers

# WEEK 2 (LEVEL 5)

## MUSIC DIRECTOR

A level 5 musician should be able to teach and guide all musicians in their section while running a rehearsal or music directing in a service when and if needed.

**TRAINER** - Music Director | Experience Director

The trainer must train the level criteria below in order to advance someone to level 5.

### 1 BE PROFICIENT IN ABLETON LIVE

- Create a worship service within Ableton live
- Change keys
- Set up cues
- Function within the session during a rehearsal

### 2 BE PROFICIENT IN AUDIO PRODUCTION

- Set up a session with stems to create a Loop
- Edit a session
- Add instrumentation to a session
- Create tutorials for each part
- Create a stereo Loop

### 3 STAGE DESIGN

- Be able to set the stage in an appropriate way for lighting
- Set the strikes for singers and band to fill out the stage
- Set the stage in order for the band to properly see each other

### 4 BE PROFICIENT IN LIVE PRODUCTION

- Set up and function on a stage
  - Direct Boxes | Cables | Power Distribution | Mic Placement
- Mix within a service
  - Use your ear to create a mix that is not distracting
- Move around and function on the audio board
  - Solo | Mute | Gain Distribution | Subgroups

## CHECKLIST FOR WEEK 1 (LEVEL 1)

<b>EXPECTATION   NEW VOLUNTEER</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
SPIRITUAL			
LEADERSHIP			
TECHNICAL			
CREATIVE			

## CHECKLIST FOR WEEK 2 (LEVEL 2)

<b>OAKS WORSHIP MUSICIAN YOUTH   WEDNESDAY MUSICIAN</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
COME TO PRACTICE PREPARED			
PLANNING CENTER IMPLICATION			
STAGE PRESENCE			
BASIC COMMUNICATION			

## CHECKLIST FOR WEEK 3 (LEVEL 3)

<b>OC MUSCIAN MAIN SERVICE MUSICIAN</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
MEMORIZE YOUR MUSIC			
MUSIC DYNAMICS			
PROFICIENT ON YOUR INSTRUMENT			
SUPPORT THE VISION OF THE HOUSE			
WORSHIPERS HEART			

## CHECKLIST FOR WEEK 4 (EVALUATION)

<b>OC MUSCIAN MAIN SERVICE MUSICIAN</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
MEMORIZE YOUR MUSIC			
MUSIC DYNAMICS			
PROFICIENT ON YOUR INSTRUMENT			
SUPPORT THE VISION OF THE HOUSE			
WORSHIPERS HEART			
DRESS CODE   CULTURE			

NAME:

NOTES:

## CHECKLIST FOR WEEK 1 (LEVEL 4)

<b>EXPECTATION   NEW VOLUNTEER</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
SPIRITUAL			
LEADERSHIP			
TECHNICAL			
CREATIVE			

## CHECKLIST FOR WEEK 2 (LEVEL 4)

<b>OAKS WORSHIP MUSICIAN SECTION LEADER</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
LEADING THE TEAM			
SERVING THE DIRECTORS AND PASTOR			
READY TO LEAD AT ALL TIMES			
BE A SELF LEARNER			
RESEARCH			
RECRUIT			

## CHECKLIST FOR WEEK 3 (LEVEL 5)

<b>OAKS WORSHIP MUSICIAN MUSIC DIRECTOR</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
BE PROFICIENT IN ABLETON LIVE			
BE PROFICIENT IN AUDIO PRODUCTION			
STAGE DESIGN			
BE PROFICIENT IN LIVE PRODUCTION			

## CHECKLIST FOR WEEK 4 (EVALUATION)

<b>OC MUSCIAN MAIN SERVICE MUSICIAN</b>	<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
BE PROFICIENT IN ABLETON LIVE			
BE PROFICIENT IN AUDIO PRODUCTION			
STAGE DESIGN			
BE PROFICIENT IN LIVE PRODUCTION			
WORSHIPERS HEART			
DRESS CODE   CULTURE			

NAME:

NOTES: