

COMMUNITY OF FAITH WORSHIP PLAYBOOK

Overview:

Community of Faith is one church with five campuses. Our standards are created for consistency in quality and experience. As multi-site church leadership, we get to navigate this challenge. The standards below reflect our expectations for worship across all campuses.

Community of Faith Core Values

- The Bible Is Our Authority
- Jesus Is Our Focus
- People Are Our Purpose
- Stewardship is our Posture

As an integral part of the Sunday Morning Worship Experience it is crucial that we all adhere to the core values of this church and the culture of this ministry.

THE CREW
culture
points.

THE GIFT. greet. initiate. follow up. thank.

greet.	be expectant.	set the tone.
initiate.	be welcoming.	you're a sticking point.
follow up.	be intentional.	Jesus is our focus.
thank.	be authentic.	make it personal.

Welcome to the Team

Worship has always been a key aspect of Community of Faith. We believe that as we worship, we are creating an atmosphere that allows our congregation to encounter the presence of God in a tangible way and gives them an opportunity to respond in a manner that gives Him honor and glory.

What do we value?

- We value a gospel-centered worship experience, that eliminates distractions and points directly to Him - **Jesus is our Focus**
- We value expectancy, intentionality and relevance - **Stewardship is our posture**
- We value familiarity, leading all our people into the presence of God through engaging worship - **People are our Purpose**
- We value worship, and living lives that glorify God in all that we do - **The Bible is our Authority**

**COF will be mindful of our call into rural communities while fostering a contemporary, 'Elevation-like' worship culture.*

Sanctuary Culture Statement:

The COF sanctuary is a place of honor for everyone to come and encounter Jesus through non-denominational worship. We will have a focused, relevant, and intentional space that reflects light only onto Jesus. We will strive to eliminate distractions (language, attire, confusion, mishaps) as the purpose of this space is to usher our people into the presence of God - Jesus is our Focus.

Defining a Win

Our win is when God is glorified in our worship, when we are led by the Holy Spirit, and when our congregation engages in worship and encounters Jesus. Though these can sometimes be hard to discern, there are a few things we can look for to gauge the quality of our worship experience.

1. The worship team is expectant and engaged in worship: It is always a win when the worship team can focus solely on the spiritual and is not worried or distracted by the technical or musical aspects.
2. Congregation is engaged: Everyone worships differently, but it is always a win when a member of the congregation engages to a higher degree than usual.
3. Spiritual discernment: This is more an intuition than anything. Did the room feel energetic and engaged, or stagnant and stale?

New Worship Crew

- Team members must have a personal relationship with Jesus Christ that is consistent and growing through prayer, Bible reading and church fellowship.

- While we understand that new volunteers come from different walks of life, have different spiritual journeys, and struggle in different areas, we expect a team member to constantly be learning, growing, and becoming more like Jesus.
- Commit to the community of the worship team. Recognize that we are family and that we will grow relationally with the team.
- It is important to consistently spend time in prayer, reading the word and in personal worship. This includes honing and developing your instrumental and/or vocal abilities as well as spending time worshipping in your own devotional time.
- Our primary goal is to glorify and honor God while leading others into the presence of God. To do this on Sunday, we need to be doing it throughout the rest of our week as well. To worship Him publicly, we have to be consistent in worshipping Him privately.

Platform Dress Code

When we step on the platform at church, we are representing both Jesus, as well as what we believe and value as a church to anyone and everyone who walks in the door. Thus, we want to put our best foot forward and not distract or detract from our primary goal - to lead people into the presence of God.

- Shoes: Closed-toe shoes only. No sandals, flip-flops, or other open-toe footwear.
- Tops: Nothing low-cut, no tank tops. Tops must fully cover your midriff during all stage movement.
- Pants: Jeans of any kind, khakis, etc.
 - No shorts, no pants with rips or holes above the knee (unless they are patched underneath).
 - Dresses/skirts should hit below the knee.
- Stay away from bright, distracting colors, patterns, or logos.
- No attire that pushes any agenda other than the Kingdom (i.e. shirts that support a certain political party, candidate, or social movement).
- Wear nicer clothes for special services (Christmas, Easter, Mother's Day). Wear a button up, a blazer, a dress, etc.

Schedule Requirements

- Typically, each team member will be scheduled one to three times each month based on their preference, availability and monthly service schedules.
- Band members are also expected to attend Team Night meetings and occasional mid-week rehearsals for special services.
- We schedule our teams 1 quarter (3 months) at a time. We are very intentional on staying updated with each team member's level of commitment and availability. Thus, we do ask that you commit to serving at the level you have specified and refrain from declining requests unless you are sick, out of town,

or have an emergency. If you would like to change your preferences, simply inform the Worship Director or your campus' Worship Coordinator.

- To lower the occurrence of unnecessary declines, we also ask that each member enter "block out dates" into Planning Center Online for weeks they know they will not be able to serve, so we know when to not schedule you.

Service Preparation

- Song selection should be in Planning Center Online one week in advance and selected from the Master SetList
 - Create moments in your sets. Where is the triumphant moment? Where are the intimate moments? Where is the moment you rally and encourage the congregation?
- Worship Coordinators will provide any feedback a week and a half in advance. (Wed)
- Worship team along with production team should text a week in advance with the culture, any encouragement, and familiar recordings of the songs (if applicable)
- Setting up Prime for the team to practice with during the week. Editing the arrangement to how you see fit for the coming Sunday Service.
- Come expectant of our guests, prepared having thought through what songs you will use tracks for, what the transitions are going to look like, and how you are going to use tags (if any).
- If you use a wireless in-ear pack, download the MX-Q app on your phone and familiarize yourself with how to use it.
- If you need to borrow in-ears, please request this from your worship coordinator ahead of time.

When Serving, Be Expectant

- Arrive at rehearsals early enough to be set up and ready to play before soundcheck starts.
 - *Setup and Tear-down campuses will require that worship team members assist with setting up and tearing down the sanctuary*
- Come prepared with your vocal and/or instrument parts learned, with a good understanding of the songs and their structure, and the ability to improvise and go "off-script" as the Worship Leader desires
- Come physically and spiritually ready to lead the church into worship
- Support the Worship Leader in leading the congregation
- Be on time and present for pre-service prayer meetings
- Be expectant of feedback and remain coachable
- Leave spaces and equipment used better than how you found it
- Regularly check roster on Planning Center and respond in timely matter to support your team

Service Execution - Stewardship Is Our Posture

Music Set

- All instruments and vocals are in tune.
- Vocal and instrumental tones emulate original recording, unless otherwise determined.
- *All lyrics and arrangements memorized and internalized - no music stands needed regularly.*
- Songs performed with excellence and accuracy.

Rehearsal

- The Worship Leader should plan the rehearsal – have a solid idea of arrangements and transitions prior to volunteers' arrival.
- Prepare clicks, cues, and/or tracks in prime ahead of time. (Press sync to make sure setlist in prime is up to date)
- Start rehearsal by meeting and praying with your team. Thank your team for serving and talk through the practical aspects of your set - including any special notes you have, and the tone you want set for the morning – share what God has placed on your heart for this service.
- Take time during rehearsal to address questions from your team and make clarifications.
- Make space in your rehearsal to worship. Look for specific moments in the set and listen to the Holy Spirit's leading.
- Rehearse each song until the band and vocalists are locked in on their parts to a satisfactory level.
- Run through and fine-tune the transitions
- Manage your time well. Full service run-through should be completed at least 30 minutes prior to service start.
- Greenroom - Meet with your team before service and talk-through with band, production team, pastor and whomever is doing offering/announcements. This is a great place to touch on culture points, share a quick thought or scripture with your team, and pray together before service. It's also a good place to go through the setlist again, talk through transitions, and ask for questions from your team if necessary.

Worship Coordinator Service Feedback

1. Weekly Feedback to Worship Director

- Right Wrong & Confusing

Things to consider: Worship set and music excellence, Transitions, Team, Production elements: sound, lights, video/ProPresenter

2. Discussions with the Campus pastors regularly:

- Campus observations, what you need from support and the health of the team

Creating A Worship Setlist

We want to inspire people to see the greatness of God, as well as experience the love and grace of God every time we gather. One of the ways we strive to do that is to carefully craft a setlist of songs that serves that purpose. We want to take people on a “journey” to see who God is and what He’s done for us so that they can sing and respond to Him in worship. We value participation in our gatherings. With guidance from the Holy Spirit, we do our best to help engage the people with the presence of God. So much so that an unbeliever or someone far from God can be impacted by seeing their worship.

Community of Faith Worship Music Style

To maintain consistency in our worship experiences across all COF campuses, the style of music is defined as culturally relevant, and familiar.

Examples include Passion, Elevation, and Hillsong.

Setlist Guidelines

- Aim for a 20-minute set on Sundays, give or take 2-3 minutes.
- Don’t go over by too much as you want to honor the time your Pastor has given you for worship.
- 70-30 Rule: At least 70% of the set should be songs that the congregation knows and can engage with, 30% may be newer songs - all from the Master Setlist
- It’s always good to include at least one “Old Faithful” song in the set – songs that are tried and true and will without a doubt engage the congregation. These songs can vary from campus to campus and even leader to leader.
- Be aware of the team – play to their strengths and choose songs that they can pull off.
- Choose songs in similar keys to keep the transitions smooth. Use the Circle of Fifths when creating transitions.

1. The Opener Matters.

The opening song sets the tone for the entire service. Don’t open with a new or unfamiliar song. Avoid “sluggish” starts. Rate song based on energy level, not necessarily tempo. Aim for a ‘3-4’ on a 5-point scale. It’s always good to start with a praise song as it sets the tone for the rest of the service. *“We enter His Courts with Thanksgiving, We Enter His Courts with our Praise.”*

2. The Flow Matters.

Envision the “whole picture.” Make the set as seamless as possible. Does the set feel like one continuous journey? Or a series of starts and stops? Keep in mind song keys, tempo, themes, and mood. Spend time rehearsing the transitions. When led by the Holy Spirit, attach scripture or a story to a song to elevate engagement. If possible, “sandwich” newer or less familiar songs between 2 familiar songs.

General rule of thumb: Think of the natural response that comes from the song you’ve chosen, then choose a song that articulates that response.

Some Best Practices

- Tie songs together with the same or related key.
- Be intentional about breaks or pauses.
- When jumping directly into a different key, think about ending of one and intro of the next. Example: Start next song with drums only or create a moment with scripture reading.
- Tie songs together with common theological/spiritual themes.

3. Your Team Matters

Know who they are and know their skill level. Pick and arrange songs in a way that capitalizes on their strengths and minimizes weaknesses.

4. Dynamics Matter

Think about the overarching dynamic of your set. Where are its hills and valleys? Does it stay too low or high for a long time? Is it extremely bumpy?

We all have favorite moments in songs, so what are we doing with the rest of the set to make those moments shine? How do we create anticipation for those moments?

Consider having a song on standby that your team is prepared for in the event you want to transition into an additional song.

As mentioned before, tags are a great way to articulate a response, as well as help create dramatic and dynamic moments in the set.

The two easiest places to put a tag into a set is to do something soft and intimate before your third song (this is a good place to throw in hymns or throwback songs), or something dramatic and triumphant on the back of the third song.

Make sure the BPM’s (beats per minute) of the songs being tagged together are similar (give or take 5bpm).

MasterSet List

This is a list of 30+ songs that collectively Community of Faith worship teams will pull from. This list will be updated quarterly with the help of Campus Coordinators.

- COF original songs are free game

- Tags are free game
- A song requested specifically by your pastor should be honored as well.

Building a Team

Standard Configuration – Acoustic guitar, electric guitar, bass, keys, drums, and additional vocalist

Six available P16s per campus

- 5 musicians channels
- 4 vocalist channels

To use the channels in a different configuration please make production lead aware the week before, so that appropriate changes can be made before rehearsal starts.

New Song Process

In a Community of Faith worship service, one of our goals is to provide an atmosphere that makes it easy for our congregations to engage and participate in worship through singing together.

Guidelines for Implementing a New Song into MasterSet List

- Worship leader may purpose a new song to Worship Coordinator for consideration
- Worship Coordinator may approve songs that align with culture - no more than two songs a quarter (Worship Director will ask for clarity on alignment to the Coordinator who is responsible for being the main culture carrier at the campus).
- Those songs should be assessed at the campus and then proposed to the Worship Director consideration for the Master List the following quarter.

During the introductory phase of a song, aim to make the rest of the worship set really familiar so that it does not take away or distract from the worship heart posture.

Service Expectations:

WOR:	Coordinator	Leader	Music Director	Vocalist	Musician
Before Rehearsal	1. Check team on planning center 2. Check setlist 3. Touch base with WL and Worship Director 4. Review and communicate key service elements	1. Setlist 2. Plan with MD & Co-WL 3. Send out in group text including production to communication the vision for service 4. Green room encouragement	1. Touch base with WL about instrument parts 2. Keys, arrangements, transitions	1. Arrive with time for setup 2. Cleaning mics 3. IEM monitors 4. Come warmed up vocally 5. Come prepared to sing both harmonies & sometimes melody (expectation). 6. Know the songs so that you are able to lead the congregation in worship & not solely focus on your parts.	1. Arrive with time for setup 2. Cleaning mics 3. IEM monitors 4. Know your instrument parts so that you are able to lead the congregation in worship & not solely focus on your parts. 5. Bring your own chord charts if needed.
Sound check		1. Soundchecking 2. Rehearsal priorities	1. Time Management 2. Soundchecking 3. Set up tracks 4. Rehearsal priorities		
Team Brief		1. Leads meeting 2. Sets tone 3. Vision for worship & the service 4. Setlist – keys/arrangements 5. Who is leading each song Key moments	1. Rehearsal priorities - Transitions 2. Setlist keys, arrangement notes 3. Pay attention to the team's ability to execute each song, & where there is a need for changes.		
Rehearsal	1. Provides feedback (if present) 2. Cohesion across teams	1. Leads rehearsal 2. Shapes song list, transitions 3. Check vocal parts 4. Leave room for team to ask question 5. Ensure the lyrics on screen are correct	1. Time management 2. Supports WL & shapes song & set flow, transitions, instrumentation & vocal parts	1. Communicate with the other vocalists to figure out parts. 2. Worship Leader may ask you to sing melody for some songs or sections. 3. Work on blending with the worship leader. 4. Follow the ways they pronounce & intonate words or phrases.	1. Ask your worship leader or MD questions (at appropriate times). 2. Keep your eyes on the worship leader & be ready to go a different direction if called for. 3. Listen to the other musicians. Work on building chemistry & dynamics with

					the team to create a cohesive sound.
	Coordinator Cont.	Leader Cont.	Music Director Cont.	Vocalist Cont.	Musician Cont.
Pre - service	1. Stage aesthetics 2. Service changes communicated to teams 3. Brings leadership and support to prayer meetings	1. Check in with media/PL Leads prayer meetings Sets tone for service 2. Check in with pastor as needed	1. Prayer meeting – talks through any practical/extra elements with team as required 2. Check in with pastor as needed	1. Keep your area of the stage clean & presentable at all times. 2. Coats, water bottles, or other personal items are not permitted to be on stage during service. 3. Mics should be returned to their stands when not being used & mic cables should be rolled neatly when not being used.	1. Be sure to keep your area of the stage clean & presentable at all times. Guitar/pedal board cases, coats, water bottles, or other personal items are not permitted to be on stage during service, & instrument cables should be rolled neatly when not being used.
Service	1. Troubleshoots 2. Feedback notes	1. Leads worship 2. Works with pastor	1. Supports WL & leads team 2. Time management 3. Plans for close of service	1. Engage and lead people in worship - Don't be overly stoic and rigid because the congregation will mirror this. 2. Be authentic & worship- pointing only to Jesus. 3. Keep your eyes up, smile, & enjoy yourself.	1. Engage & lead people in worship - Don't be overly stoic and rigid because the congregation will mirror this. 2. Be authentic and worship- pointing only to Jesus. 3. Keep your eyes up, smile, & enjoy yourself.
Post-service	1. Debrief w/ WL, MD, PL 2. Team morale 3. Team feedback 4. Feedback from campus leadership Check in with WD	1. Encourage/Feedback for team as necessary 2. Debrief w/ MD, WC, PL	1. Encourage/Feedback for team as necessary 2. Debrief with WL, WC, PL		

*Campus Specific SOPs for days of serving are available with the Worship Coordinator and online.

Spiritual considerations

- The most important part of being on this team isn't about how good we look or sound, but rather how well we give worship and honor to our God. Keep these three cultural values in mind as you are preparing your heart for worship.
- Honor
 - Not only do we honor God with our worship, but we also honor our leadership, the congregation, and each other.
- Excellence
 - We bring our best – both in the notes we play and sing, but also in our attitudes and our hearts for worship.
- Kingdom
 - Our primary goal isn't to make nice sounding music, but to glorify God and create a space where people can encounter Him in worship. Our ability to lead others in praising and glorifying God is far more important than our musical talent.

The 5 C's

Building Blocks of a Healthy Team: We desire to be a worship team that exemplifies these Godly characteristics.

- **Character:** A growing relationship with Jesus Christ is expected. We must be the same person off the platform as we are on the platform. We can't lead people where we haven't been.
- **Chemistry:** This refers to how well someone fits with the team musically and relationally. Whenever we add someone to our team, it changes the dynamics of the team. Team unity is a high value.
- **Competency:** It is important to develop and refine your musical gifts. God deserves and desires our best. When we offer our best, we can minimize distractions in worship.
- **Commitment:** Members of our team are expected to show consistency in their commitment to the Lord and to the church family as well as in attendance to rehearsals and preparation in advance for our worship services.
- **Culture:** Every church has unique cultural aspects to it, and COF is no exception.