



Sunday Worship Guide

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Worship Ministry Volunteer 101

Scheduling

We recognize that every volunteer has work, family, vacations, and other commitments. Our goal is to plan well in advance so you can serve with confidence while maintaining a healthy life balance. ([Planning Center Tutorials](#))

Respond Promptly!

When you receive a serving request in Planning Center Services, please respond as soon as possible by selecting Accept or Decline. Prompt responses help us identify which positions still need to be filled and plan each worship gathering effectively.

If you're unsure whether you'll be available, please communicate with Worship Ministry Leadership rather than leaving the request unanswered.

Use Blockout Dates

If you know you will be unavailable because of vacation, work, family commitments, or any other reason, please enter those dates as Blockout Dates in Planning Center as soon as possible. Keeping your availability up to date helps us schedule well and avoid scrambling to refill spots. ([Using Blockout Dates](#))

Communicate Early

Your commitment to the worship team is important; however, many areas of your life take priority. We understand that emergencies and unexpected situations happen. If something comes up after you've accepted an invite, let us know as soon as possible. The earlier we know, the easier it is to find a replacement and ensure the team is prepared. Please avoid waiting until the last minute whenever possible.

Midweek Preparation

With the heart of equipping and serving our team well, we aim to provide all the resources necessary to prepare for each worship set well in advance.

In Planning Center Services, you will find:

- Chord Charts that accurately reflect the arrangements we will be executing
- MP3 files to play/sing along to (transposed to the key we're playing in)
- Rehearsal Tracks (MP3s with your part elevated in the mix)
- A detailed Order-of-Service with transitions, prayers, stage notes, etc.

Because these resources are provided in advance, we ask that every team member come prepared, having practiced their parts and ready to serve. Rehearsals are intended to refine transitions, arrangements, and overall execution—not to learn songs or individual parts for the first time.

Post-Service Review

[“Review Videos”](#) are posted the week following each service. We encourage the team to watch them. The goal is not to criticize ourselves, but to learn and grow.

Dress Code

General Guidelines

Modest - No low-cut tops, midriff exposure, short skirts/shorts, or tight clothing.

Consider the thickness of clothing under stage lights to avoid see-through attire.

Clean & Neat - Clothing should be wrinkle-free and in good condition.

Comfortable - Choose clothing that allows you to play/sing and worship freely and comfortably.

Tops

Sleeve Requirement - Sleeves are highly encouraged and recommended. If you choose to wear sleeveless clothing, please exercise modesty. (i.e., not spaghetti straps)

Fit & Coverage - Avoid tight or revealing tops. Tops should not show undergarments. Consider how clothing looks when your hands are raised.

Bottoms

Dress Pants or Jeans/Capri's - Jeans are allowed if they are clean and free of holes.

Dress/Skirt Length - Dresses/Skirts should be at or below the knee.

Athletic Wear - Leggings and joggers are not permitted unless under a dress/tunic.

Accessories

Minimal Jewelry - Avoid large, reflective, or noisy pieces.

Shoes

Closed-toed - Should be clean and in good condition. Please avoid shoes that could be a distraction (e.g., Crocs or flashy ones).

Sandals/Open Toed Shoes - Avoid overly tall high heels. No athletic sandals.

This list is not exhaustive, but the general principles of modesty and cleanliness.

Call Time

Most rehearsals are held on Sunday mornings before the Gathering. The expectation is to arrive early enough that you are ready to pray with the team and begin playing at the call time shown in Planning Center Services. Call time is not the time to walk through the door—it is the time we strive to begin.

An average week may look like:

Call Time: 8:30

- 8:20 - in the building
- 8:25 - grabbing in-ears, plugging in acoustic, adjusting microphone height
- 8:30 - praying, starting first song

Arriving prepared and on time helps us steward our rehearsal time well, minimizes distractions, and allows us to serve one another and the church with excellence.

Band & Vocalists

Navigating Chord Charts

Section References,
such as (*Intro, Verse 1, Pre-Chorus*),
refer to the sections as described
in the chord charts provided.

“We’re going to do the Bridge two times instead of three” would require you to...

Look at the chord chart > Find the section that says
Bridge > Repeat that section two times

Dynamic References

In the case where a song has a repeating
Section (**as shown to the right**); the chord chart will
describe the first section, then the next, continuing
for all repeats. (the 1st is light, the 2nd is building)

***INTRO** (piano, agt, eg1)
|4 / / 6^m |5 / / / |3^m / / / |6^m / 5 /

***VERSE 1**
|1 |4 |1
A thousand generations falling down in worship
|6^m |5 |4
To sing the song of ages to the Lamb
|1
And all who've gone before us
|4 |1
and all who will believe
|6^m |5 |4 / / /
Will sing the song of ages to the Lamb

***PRECHORUS**
|4 |6^m
Your name is the highest
|5
Your name is the greatest
|6^m |4
Your name stands above them all
|4 |6^m
All thrones and dominions
|5
All powers and positions
|6^m |2^m
Your name stands above them all

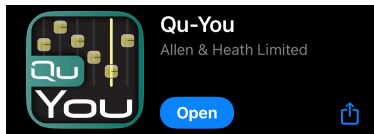
PRECHORUS (x2, light tension, building)
|4 |6^m
Your name is the highest

IEMs & Qu-You

To help everyone hear clearly and play together confidently, our worship team uses In-Ear Monitors (IEMs) on Sunday mornings. Each musician can customize their own monitor mix using the Qu-You app.

We want every worship ministry volunteer to own their own pair of IEMs, and we would love to provide you with your first set! We buy and recommend [this low-cost set](#), and if you're ready for something better, [this fantastic pair](#) will serve you well without being too expensive.

Getting Started



1) Download the Qu-You app



2) Plug your IEMS into the PMA box at your station

3) Ensure that the PMA box is powered on by pressing in the power button on the back as shown in *photo 3*. (The light on the front will be green)

4) Connect to the wifi ("Chapel", LivinginFaith4111)



5) Open the Qu-You app > Select "LF Worship Qu32"

6) Assigning inputs, mixing, etc. (YouTube Video)

Worship Vocabulary

- **Instruments:**

Build - Gradually increasing intensity over several measures.

Ramp - Increase intensity quickly, usually over a beat, measure, or short transition.

Light - Play with restraint and space, using less volume and fewer notes.

Big - Play with full intensity, energy, and confidence.

Open Up - Increase musical space by using more sustained notes or fuller voicings rather than tight, rhythmic playing (or staccato).

Breakdown - Reduce the band's intensity by removing instruments or simplifying parts.

Groove - The rhythmic feel created by the band, especially the drums and bass.

Hits - Short, intentional accents played together.

Swell - Gradually increase the volume of a note or chord from soft to loud.

Sustain - Allow a note or chord to continue ringing without cutting it off.

Staccato - Playing notes shorter and separated from one another by brief silences.

Crash - Maintaining the energy of the final chord for a short period.

Ring Out - Sustain the final chord and allow it to fade out naturally.

Segue - Move directly into another song.

Underscore - Continue playing softly while someone speaks.

- **Vocalists:**

Lead - The primary vocalist who carries the melody.

Melody - The main notes of the song that the lyrics are sung to.

Harmony - A supporting vocal line that complements the melody with different notes.

Unison - All vocalists sing the melody, each in the octave most comfortable for their voice.

Prime Unison - All vocalists sing the melody in the same octave.

Parts - Vocalists sing their assigned harmony parts (alto, tenor, etc.) instead of the melody.

Nashville Number System

The Nashville Number System (NNS) is a way of writing chord progressions using numbers (1, 4, 6) instead of letters (G, C, Em).

The Nashville Number System offers **several advantages** for a worship team:

- **One chart, twelve keys** - A single chord chart can be used in any key without needing to print separate versions.
- **A common musical language** - It allows guitarists using capos, keyboardists playing transposed parts, bassists in alternate tunings, and every other instrumentalist to communicate clearly using the same chord numbers.
- **Quick transposition** - Songs can easily be moved to a key that best fits the vocalist without reprinting the chart.
- **Greater musical understanding** - Thinking in numbers helps musicians recognize chord relationships rather than simply memorizing letter names.
- **Quicker learning and memorization** - Understanding songs by their chord relationships makes them easier to learn, remember, and play in any key.

Example

In the key of C Major:

1	C	1add2	Cadd2
2m	Dm	2m7	Dm7
3m	Em	1/3	C/Em
4	F	4/6	F/A
5	G	5sus4	Gsus4
6m	Am	6M	A
7°	Bdim	5/7	G/B

A progression written as: **1 - 5 - 6m - 4** would be played as: **C - G - Am - F**

If the song is moved to the key of D Major, the same numbers become: D - A - Bm - G

The progression never changes—only the key.

Production

Equipment & Service Flow

Here's a video showing how to turn it all on/off - [Link](#)

There will always be “**booth notes**” hanging up on the production booth wall. They will be updated frequently with any changes to the process.

Here's an example:

Booth Notes - Sunday Worship Gatherings

Turn on / boot:

- Sound Board > Stage Sound Rack > Subs
- Mac Mini > Ableton Live > ProPresenter
- TVs & Projector

Pre-Service:

Lyric operator:

- Start Announcement Slides after rehearsal
- **Start 5min Countdown Video** at (-5m)
- **Start Ableton** recording at (-3m)
- **Start ProPresenter** Recording (-2m)

Audio operator:

- Wireless Handheld Mic System Setup (Stage Box next to Vox 2, Cord 15; SM58)
- Unmute PC for 5min countdown
- Leave the lights **on** throughout service

Post-Service:

Lyric operator:

- **Stop Ableton** recording
- **Stop ProPresenter** Recording (-2m)
- **Leave MacMini ON;** service recording is automatically uploading to Drive

Audio operator:

- Collect Wireless Handheld Mic System (charge on days with Prayer Evenings)
- Lights off (if room is clear)
- TV & Projector off

Shutdown (Skip on weeks with a Prayer Evening)

- Ensure recording has ended > Command + S (to save) > Close Ableton
 - Subs > Stage Sound Rack > Sound Board
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