

HEAD TECH

MAINTENANCE

- Keep areas clean and organized at all times.
 - No random cords running throughout, trash on the desks and floor, etc.
- Keep booth stocked with essentials.
 - Batteries, tape, etc.
- Keep backup stock of worship team items.
 - Mic clips, stands, cords of all lengths, etc.
- Make sure all equipment is in good repair.
 - Check most commonly used items/gear every three months and uncommon items every six months for damage/errors. Replace anything that needs it.
- Check cords and power connections for proper seating every month.
 - Everything on stage, in the backstage rack, and in the booth.
- Keep proper inventory of all tech/worship team items.
 - FORMAT: Item (with brand), quantity, and price.
 - This includes most things in the booth and backstage such as: computers, rack mounted equipment, mixers, cords, stands, adapters, etc.
- Ensure promotional slides in ProPresenter are up to date every Sunday.
 - It can cause confusion if an old slide says there is an event on the 12th, but it has already passed.
- Change song backgrounds every two months.
 - Keeping a fresh look for the lyrics can help alleviate the “burn out” of doing the same songs for long periods of time.

TEAM RECRUITING AND RETENTION

- When able, mingle with others that are not serving somewhere.
 - This is the best way to find new volunteers. Getting to know someone, find out what their interests are, and see if they would like to be plugged in somewhere. However, do this with genuine intent on building friendship.
- Show appreciation for all of your teams.
 - Hold a team only event in a relaxed setting, bring food/drinks randomly to their serving areas, tell them you appreciate them, etc.
 - Defend your team members if they feel attacked.
 - Spend time with them. Whether that is talking after service, or texting them from time to time with a funny meme, this will let them know you care.
- Hold trainings for new processes, equipment, and service flow changes.
 - If there is a change being implemented, make sure to train your teams properly. Keeping your teams in the loop helps retain trust.
- Keep rules, guidelines, and standards for your teams.
 - Keeping high standards for your teams helps ensure top-notch quality will be produced at all times. Do so without forcing it.
- Keep tabs on projects that your teams are working on.
 - Sometimes life can get busy, and volunteers may not be able to complete a task. If a project drop can be predicted, it can be delegated elsewhere without halting progress.
- Ensure all of your teams work well with other teams within the church.
 - They might be your teams, but know that they will always be working alongside other teams within the church. We are all one team, but with many moving parts.

PERSONAL DEVELOPMENT

- Stay up to date with new equipment, software, processes, etc.
 - Old equipment and processes will stop working, and a replacement will be needed. Having the knowledge to obtain, implement, and run something new is necessary to not only keep things running, but also progress to the next level.
- Embrace and promote change.
 - Progress is never obtained with comfort.
- Know your areas, and have the ability to train anyone in them.
 - If it's in your department, know how to run it- inside and out. You will most likely have to train someone on how to use it.
- Work well with other leaders.
 - You will be working with every leader/team at some point. Make sure there are no differences between you to ensure a smooth and enjoyable experience for everyone involved.
- Take personal time to "recharge."
 - It's good to work hard, but too much can burn you out. Know when to rest.

SUNDAY

- Make sure your team is following all procedures.
 - If everyone is on the same page, then the service will run smoothly.
- Record the DB's for each service.
 - This will help keep a baseline for all audio levels. The current baseline is 88db to 90db.
- Move the audio recordings to the Dropbox folder entitled, "Presonus."
 - These files will take a while to upload, so starting the upload sooner than later is encouraged.

MOST IMPORTANT

- Pray, read your bible, and worship.
 - Being able to talk to God is a wonderful thing. He wants to be close to you, so take time to talk to and listen to Him.
 - Reading the Bible is the best way to gain wisdom, and is one of the best ways to hear from God.
 - Worshiping Jesus is like telling your father that you love him, but with your actions. Always take time to tell/show Him that you love Him.

Vocalists

Worship Expectations

- Be available for Thursday night practices from 7-9p.m. during the school year
- Be available for summer practices that will be Sunday morning @ 8 a.m. unless otherwise noted
- Come to practice both on time and with the songs of that week practiced ahead of time (Practice should be for the team to not only practice, but worship. Please do not come to practice without looking over and playing your music)
- Have your pack, iPad, In ears, and mic in hand with your instrument ready to go before practice starts (Be ready for a sound check right when practice starts)
 - Be able to both give and receive constructive criticism
 - Be flexible and able to vamp and flow when there are gaps in transitions
- HAVE FUN! Worship is more about the joy and the praise of God than anything else
 - Represent a follower of Christ both on and off the stage
- Treat others on the team with a high level of respect and honor. – *Romans 12:10 – Be devoted to one another in love. Honor one another above yourselves*
 - Be able to follow the song and worship leader
 - Do not be afraid to ask questions
 - Know that Worship is a BIG deal. – *2 Chronicles 20:21 – After consulting the people, Jehoshaphat appointed men to sing to the Lord and to praise him for the splendor of his holiness as they went out at the head of the army, saying: “Give thanks to the Lord, for his love*

endures forever.”

**I am committed to GracePoint’s Worship team and will agree to follow the guidelines
above**

X _____

AUDIO

GENERAL

- Keep areas clean and organized at all times.
 - No random cords running throughout, trash on the desks and floor, etc.
- Use the iPad for mixing during service.
 - You cannot get a true feel for the room unless you are in it. In order to achieve the best sound, use the iPad to mix while you are somewhere outside of the sound booth.
 - Keep in mind that once the digital fader is moved, the physical one does not. If you need to use the physical board, make sure to press the “input” button. To go back to digital, press the “locate” button.
- Never use an EQ on a subgroup or on the main channel.
 - It’s always better to EQ every channel individually. Not all instruments and voices are the same.
- Use effects, but sparingly.
 - Effects are there to enhance the sound almost subtly.

THURSDAY PRACTICE

- Set up stage for the worship team before they arrive.
 - Know who will be there, where they will be standing, and what they will be doing (playing an instrument, singing, etc.), then set the stands accordingly. DO NOT TOUCH A MUSICIAN'S PERSONAL INSTRUMENT/EQUIPMENT UNLESS GIVEN PERMISSION.
- Perform a sound check on mics and instruments when needed.
 - Doing this can eliminate the “guessing game” when mixing.
- Help address issues that the band may have.
 - Ear packs cutting in and out, instruments not coming through, etc.
- When mixing and EQ-ing, use the iPad and walk the entire sanctuary.
 - Make sure that it not only sounds crisp and full in the good seats, but also in the odd ones (the front row, ones next to the wall, the back corners, etc.)
- Set the physical faders as a “base line” for your overall mix.
 - Just in case you need to default back to the board due to an iPad failure, the faders will be in a good place. They are shown as the green faders in the iPad software.
- Make sure the EQ is correct.
 - You should be able to feel the bass, but not wash out the other instruments with it.
 - Ensure every instrument compliments each other, and can be heard.
 - The vocals should be heard clearly, but without dominating the mix. Also make sure that everyone's vocals compliment each other, and can all be heard.
- Save the “scene” when practice is finished.
 - Press the “scene” button, locate setting number 15, name it “Sunday,” and press “store.” This will save everyone's settings - including the band's.

SUNDAY

- Always be aware of the service flow.
 - Expect the best, but prepare for on-the-fly issues/changes.
- Pay attention at all times.
 - Issues can happen at any time. Being ready will help eliminate any issues that do arise.
- Ensure everyone's in-ears match their iPads.
 - This prevents confusion for all parties involved.
- Attend the pre-service meeting, and be sure to communicate with anyone that will be making changes to the service format.
 - When changes are made, you should always be aware in case of transition purposes, mic usage, etc. A good place to iron this out is in the morning pre service meeting.
- Do an audio check for service videos, the pastor's microphone, and the announcement microphone.
 - This will prevent audio blowouts, and keep an overall consistency with the sound.
- Play pre-service music (preferably the upbeat Sunday playlist)
 - This helps create a welcoming atmosphere. Be sure to keep it at a reasonable level for conversations to happen on the floor.
- Gradually increase countdown video volume when it starts.
 - When you transition from the pre-service music to the countdown video, fading is key. Make sure to fade out the pre-service music while fading in the countdown video audio. The countdown video needs to be at a slightly higher volume than the pre-service music.
- Start the audio and video recording when the countdown starts.
 - Starting the audio and video recording at this time helps with file size and audio tracking for the video.
- Make sure the bass is a bit lower in the first service, but back at a normal level in the second.

The first service usually contains a tamer crowd, so a lower bass level is preferred. The second service usually lik