



Establishing Effective Worship Teams:

Part Three How to Operate Worship Teams

Working with Jesus

iFOLLOW

The iFollow Discipleship Series

About the iFollow Discipleship Series Pastor's Edition

Categories

The iFollow Discipleship Series is designed to be used in congregations to assist people in their pursuit of God. This assumes that individuals are in unique places in their journey and there is no perfect set of lessons that everyone must complete to become a disciple—in fact discipleship is an eternal journey. Therefore the iFollow curriculum is a menu of milestones that an individual, small group, or even an entire church can choose from. The lessons can be placed in three general categories: **Meeting with Jesus** (does not assume a commitment to Jesus Christ); **Walking with Jesus** (assumes an acceptance of Jesus Christ); and **Working with Jesus** (assumes a desire to serve Jesus Christ).

Components

Each lesson has a presenter's manuscript which can be read word for word, but will be stronger if the presenter puts it in his/her own words and uses personal illustrations. The graphic slides can be played directly from the Pastor's DVD or customized and played from a computer. There are also several group activities and discussion questions to choose from as well as printable student handouts.

Usage

The lessons are designed to be used in small groups, pastor's Bible classes, prayer meetings, seminars, retreats, training sessions, discussion groups, and some lessons may be appropriate sermon outlines.

Credits

Curriculum Development: The iFollow Discipleship Series Pastor's Edition curriculum development was lead by the **Center for Creative Ministry**. **General Editor:** Monte Sahlin; **Assistant Editor:** Debbonnaire Kovacs; **Directional Advisory:** Brad Forbes, Carole Kilcher, Ceri Myers, Cesar Gonzalez, Clayton Kinney, Curtis Rittenour, Dave Osborne, Dave VanDenburgh, Gerry Chudleigh, Jane Thayer, Jerry Thomas, John Appel, Jose Rojas, Kim Johnson, Nicole Chao, Paul Richardson, Rich DuBose, Shasta Nelson, William Sutton; **Pastoral Advisory:** Claudio Consuegra, Collette Pekar, Dave Hutman, Don Driver, Fredrick Russell, Jerry Nelson, Jesse Wilson, Leslie Bumgardner, Loren Fenton, Rebecca Brillhart; **Unit Authors:** Alberto Valenzuela, Althea Pineda, Corienne Hay, Debbonnaire Kovacs, Ed Dickerson, Gianluca Bruno, Gil Bahnsen, Greg Nelson, Jack Calkins, James Whibberding, Karen Collum, Monte Sahlin, Norma Sahlin, Pam Splawinski, Patty Ntihuka, Reinder Bruinsma, Ryan Bell; **Additional contribution** by Maria Ovando-Gibson; **Additional editing:** Dave Gemmell, Meredith Carter; **Graphic Design:** Mind Over Media; **Layout:** Paul D. Young; **Web Development:** Narrow Gate Media.

License

iFollow Discipleship Pastor's Edition is produced by the NAD Church Resource Center for use by Seventh-day Adventist Congregations in Bermuda, Candada, and the United States. Churches may freely copy the lessons and PowerPoints for use within their congregations. Any other usage is prohibited without prior written consent from the NAD Church Resource Center. iFollow Discipleship, Copyright 2010, the North American Division Corporation of Seventh-day Adventists. NAD Church Resource Center, 12501 Old Columbia Pike, Silver Spring, MD 20904, 301-680-6339.



iFOLLOW

www.ifollowdiscipleship.org

Establishing Effective Worship Teams: Part Three - How to Operate Worship Teams

This presentation is designed for people who desire to serve Jesus Christ and help lead others to Him.

Learning Objectives

1. How to use worship teams to provide effective, meaningful worship services
2. How to adapt this concept to your local church
3. Understand the regular operating procedures for a worship team

Content Outline

1. Characteristics of a Healthy Worship Team
2. Excellence in Worship Teams
3. Formation of a Worship Team
4. Worship Team Groups
5. Planning the Worship Service
6. Rehearsals
7. Worship Evaluation

Background Material for the Presenter

If you have worked through parts one and two on worship teams, you are ready to pull together a team and begin its work. How many people do you need? What will they do? What about rehearsals? How do you keep the team going? How often will you meet? This session will focus on a variety of suggestions gleaned from the experiences of worship teams both in Adventist churches and other Protestant congregations. Think about how these ideas apply to your situation and customize them to fit your church.

Perhaps the first item to think about is simply this: Does your local church need a single worship team or several teams? This depends very much on the specific role of



your team or teams. If the worship team is to be primarily a planning group, then only one team is necessary in all except the very largest congregations. If your team(s) is to play a key role in actually leading worship each Sabbath, then it would be a good idea to have two, three or four teams, so that each team only needs to be on duty one or two Sabbaths a month.

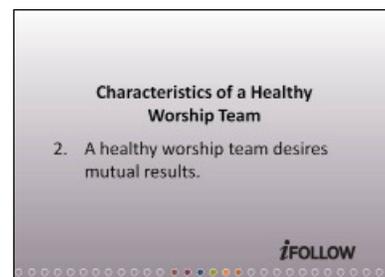
Characteristics of a Healthy Worship Team

How does a worship team function when it is healthy and effective? There are five fundamental traits of healthy teams to consider:

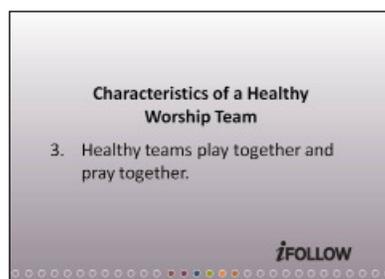
1. Everyone on a healthy worship team is committed to the same vision. They agree to focus on reaching for the vision and mission of the local church. This shared focus helps hold the team together. It keeps them on track. An effective leader casts the vision again and again in every team meeting and rehearsal. The leader regularly reminds each person why the team exists.



2. A healthy worship team desires mutual results. Together the team functions, knowing they can go much further as a group than they ever could alone. Another term to describe this interdependent facet of team life is synergy. That is, the output is greater than the sum of the individual parts. A worship team recognizes that there are and never will be a “star of the show” in leading worship. The only star is Jesus.



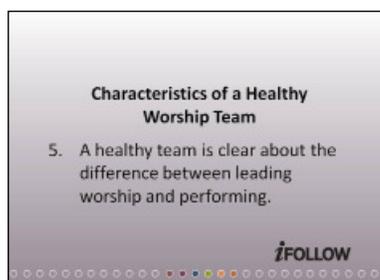
3. Healthy teams play together and pray together. A worship team that spends time building relationships outside of planning meetings and rehearsals will foster nurturing relationships that will last and help carry the team through difficult times. Teams that spend time worshipping the Lord and praying for one another will outlast groups which piece music together to put on a performance.



4. Healthy worship teams foster new leaders. A worship leader should consider part of his or her responsibility to find and mentor new leaders. As the worship team develops and grows, a leader will strengthen the ministry by raising up new leaders. That means nurturing talent, but also simply caring for the spiritual development of those in the team.

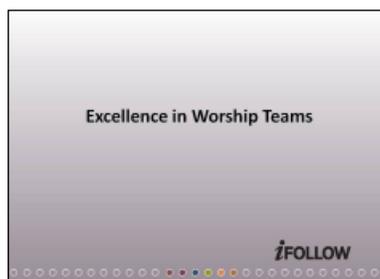


5. A healthy team is clear about the difference between leading worship and performing. It may seem like a subtle difference, but it is tempting to become self-focused when leading worship instead of God-focused. A person can lead a flawless worship service totally void of the Spirit.



Excellence in Worship Teams

Personal excellence is nothing greater or nothing less than doing our best. This means discovering our unique niche where our individual passions, talents, and spiritual gifts converge, and working out of our strengths. Excellence in the Body of Christ is nothing greater or nothing less than doing our best. This means discovering where people can serve with their greatest strengths as well as finding the strongest people for a ministry.



In smaller congregations where there are fewer individuals, members may be asked to work outside their gifted areas in order to get the job done. In a larger congregation there is a chance for more specialization. Individuals can find their niche and flourish there.

As a congregation grows, there will be times when the pioneers will step aside from some ministries and make room for those who are even more talented and specialized. These pioneers will then be freed up to specialize in their areas of giftedness. Since the objective is not personal glory, rather glory for God, the stepping aside can be done with dignity and grace.

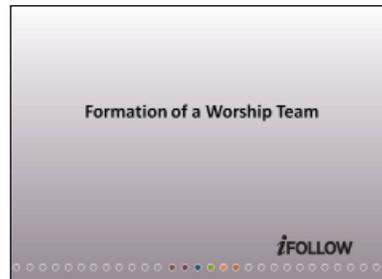
There will be a continued effort to discover each individual's passions, talents, and gifts. The church will provide opportunity for the training and development of those unique qualities. Training programs will be designed to let the members succeed in lower profile experiences until they have proved themselves.

One of the benefits of this approach is increased excellence of the worship service. The quality will be raised a few notches and those serving will have great joy and fulfillment. The Body of Christ is blessed, the community is blessed, and those ministering are blessed.

Another benefit is increased efficiency. Those gifted in certain areas will reach a benchmark of quality more quickly than those working outside their area of giftedness. Furthermore, if they put in as much time as those who aren't quite as gifted, they can raise the benchmark to a higher level.

Formation of a Worship Team

There is only one effective way to recruit individuals to serve on a worship team. They must be asked personally. No matter how many announcements are made in the bulletin and from the pulpit, most people will not respond until they have a private conversation with a leader who asks them very clearly and specifically to join the worship team. This is essential and cannot be disregarded because of lack of time, etc., or the entire idea will fail to be effective.



When worship teams are initially formed, the pastor or an elder who oversees worship must do the asking. Once a team has been functioning for a while and replacements or additional team members are needed, then the team leader or the coordinator of worship teams should do the asking.

Often individuals asked to take on an important responsibility need time to think about it, pray about it and consider the key aspects of the role. That may seem to slow down progress, but it is really a good thing. The more careful consideration is given to the call to worship ministry, the stronger the foundation for future leadership.

It is important to put in writing the agreement by which a person becomes a part of the worship team. Handout 1 provides a letter created by a local, Adventist church to welcome new members to the worship team. It can also be placed in the binder or information packet given to every team member. It can be customized for your situation.

Since joining a worship team is like joining a small group, many ministry leaders find a group covenant extremely helpful. It raises the commitment level of each team member and reminds each person of their challenge and calling. Handout 2 provides a sample covenant that can be modified for your own situation.

The role of the worship team leader is an important one and must be clearly understood by the person(s) serving in that role. Handout 3 provides a sample ministry description. (A suggested ministry description is also available on the AdventSource website and in the official North American Division publication, *Responsibilities in the Local Congregation*. It is in electronic format and can be easily modified for your local church.) Handout 3 details the specific responsibilities of the worship team leader or worship coordinator. This role is sometimes called the Creative Director for worship.

Worship Team Groups

Your worship team may be as simple as three people who rotate leading music during worship on Sabbath. Or, your



worship team may be large, with several teams of four to eight people each, which rotate, and technical sub-ministries or groups that provide worship leadership in a number of settings besides Sabbath morning worship. Examples of such groups include a praise team that leads congregational singing; vocal soloists, duets, trios and quartets; instrumental teams that combine piano, organ, guitar, percussion, etc.; a choir that involves a number of members; a drama team that provides creative ways to touch hearts; media technicians who know that a picture is worth a thousand words; sound and lighting specialists; a children's choir; a musician's fellowship; outreach ministries of many kinds; a vocal ensemble or instrumental ensemble; and even a full orchestra.

Some worship teams serve primarily on Sabbath morning. Other worship or music ministries may focus mostly on a midweek or Friday evening service. Sometimes the budding musicians in your church need opportunity to practice and partake, but may not be ready for the Sabbath morning service. These folks may participate in other church services and in outreach opportunities to area churches, special events, children's church, or even in nursing homes. As a worship team, do not think small and narrow; think broadly about encouraging anyone interested in participating. Provide a wide menu for participation even if it is holding cue cards, switching lights, moving microphones or stage props. Everyone is important!

Planning the Worship Service

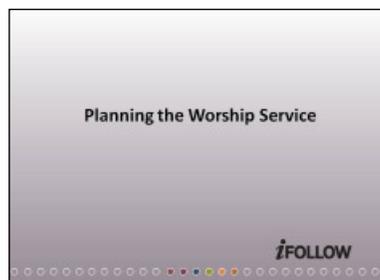
The process of planning a worship service is laid out here in a time line. It can be done at different time intervals, but it should not be so rushed as to result in a worship experience that does not honor God. The times suggested in this description are widely used in Adventist churches.

Months In Advance: The theme or topical focus for each Sabbath is developed by the pastor in consultation with the worship coordinator. Teams or team members are asked to pick a week with a theme that they are excited about. The key planner for each Sabbath should begin with the theme and pray about it, read about it, and talk to others about it, to get ideas.

One Month in Advance: The key planner talks to the drama leader about a skit or the media leader about a video clip, slides, or other creative way to introduce the theme. This is also the time to select the special music. These ideas should then be shared with the worship team for input and confirmation. Also, contact the musicians, and make sure tapes and sheet music are available or ordered.

Three Weeks in Advance: Present the preliminary plan sheet to the worship team and solicit their ideas. Remember, many heads are better than one.

Two Weeks in Advance: (1) Place copies of the sheet music and/or tape at the church



office and notify group leader to notify others to pick up these items. (2) Line up a person to do the offering appeal. (3) Line up offertory music. (4) Line up prayer leader. (5) Add names and details to the plan sheet.

During the Week Before: (1) Get the plan sheet to the computer, light and sound people. (2) Select DVDs/CDs for the offertory and music before and after the service. (3) Get the final sound and staging details written out and present the final draft of the plan sheet to the worship team. (4) Contact the bulletin secretary with the information about the service.

Thursday or Friday Evening: (1) Have someone help with set up, blocking, moving of plants, chairs, etc. (2) Make arrangements for clean-up/putting things back after the service. (3) Remind all musicians to return their sheet music and tapes to a designated place. (4) Have a rehearsal; look and listen objectively, offer suggestions and keep it moving!

A planning sheet is provided in Handout 4. You will need to modify this according to the order of service and type of worship style in your local church. A supply of the plan sheets should be printed and made available to each worship team member. It is a good idea to circulate this as a computer document file.

Rehearsals

Well-planned rehearsals bring excellence to Sabbath worship service. More and more congregations have adopted the plan of gathering the worship team and key participants on Friday evening for a worship rehearsal. If there is a choir and/or instrumental group, they will rehearse at the same time. The agenda usually includes the following elements:

1. A devotional time (7-10 minutes). Worshipping as a group keeps everyone on track. A worship team is not about seeking praise from others, but giving praise to God. Anyone in the congregation, new believer or unbeliever, can sense the heart focus of the worship team. It is important to spend time getting spiritual priorities straight.
2. Cast the vision (5-7 minutes). The team leader reminds the group again and again of their identity. A brief teaching, open discussion, reports of answered prayer all may fit within this time. As a leader, raise the vision, mentor others, and keep the focus on Jesus.
3. Evaluate the previous worship service (10-12 minutes). Think about what went well and what did not. The worship leader gives their own observations and everyone is invited to do the same. Someone takes notes. This can be a time of tension, so it is important to have a few ground rules about sharing. Members must evaluate themselves honestly before commenting on others. Do not allow any putting down another person, no matter



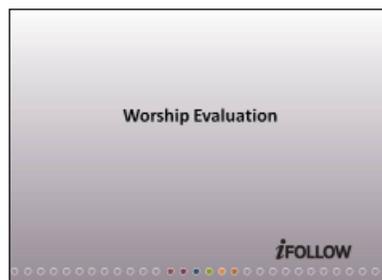
how poorly they did. Comments should be helpful and encouraging. The group should be steered away from highly personal discussions that need to happen outside the group. Wrap up with a short “to do” list.

4. Work on specifics (one hour). What does the group need to focus on? Most commonly it will be rehearsing the music, focusing on vocal technique. It may also be working on transitions, coordination, skits, etc., depending on the size and complexity of your team. Developing voice excellence takes time, practice, and good technique. It may be worth investing in resources or local personnel to give helpful hints and guidance. Focus on pitch. Try to do it well and right the first time.

What about a small church? There is a point at which a congregation is too small to need to go through regular worship rehearsals or even do elaborate planning. Clearly those congregations where the typical Sabbath attendance is about 150 or more need to carefully consider having a worship team or teams, planning and rehearsals. Those with a typical attendance of 25 or less do not need to do so; they should function more informally. Those with more than 25 but less than 150 in attendance need to make a decision as to whether a worship team, planning and rehearsals will help their church grow or not. Small churches that want to be larger need to begin to operate as if they will be larger or growth is stunted.

Worship Evaluation

Effective worship teams spend time evaluating every worship service. Handout 5 provides a sample evaluation sheet that can be used by both the worship team and on occasion given to the congregation to gather feedback. Of course, you will need to adapt it to your particular situation and order of service. This kind of poll provides a way of saying to the congregation, “We really value your input in our worship services because we want to do what we can to bring greater excellence in all we do.”



When the congregation gathers to worship God, it is one of the most important things that the church does. It is easy to forget that worship is addressed to God and in the presence of God. “There is no room for pretense in our worship,” writes one experienced worship leader. “God sees us for who we are. He knows how we are feeling and what we are going through each time we approach the throne in worship. He knows our shortcomings and our sin. He offers us the opportunity to pour out our hearts to Him and ‘be in the moment.’ We don’t have to pretend that everything’s OK. We don’t have to pretend that we have it all together.

“Worship is our opportunity to draw strength from a place of brokenness. It is an opportunity to affirm to ourselves and those around us that God is sovereign and in control, and

is able to meet us where we are. It is an opportunity for God to convict us of our sin and allow us to get right with Him. All of these facets of worship allow us to reach the place of wonder and awe and consider such a great and awesome God who loves us and desires relationship with us. Worship is where that happens.” (Marsha Skidmore in Riddle, page 23)



Handouts in this Package

1. Sample Welcome Letter
2. Sample Worship Team Covenant
3. Responsibilities of the Worship Leader
4. Worship Planning Worksheet
5. Worship Evaluation
6. Creating a Worship Schedule

iFollow
Discipleship
Series:
Working
with Jesus

Action Plan
& Presenter
Notes

**Establish-
ing Effective
Worship-
Teams:**
Part Three
How to Oper-
ate Worship

Additional Resources

- Beach, Nancy, et al. (2004). *Creating Moments of Transformation and Wonder*. Grand Rapids, MI: Zondervan.
- Brown, Cynthia (1998). *Experiencing Worship*. Lincoln NE: AdventSource.
- Cherry, Constance (2010). *The Worship Architect: A Blueprint for Designing Culturally Relevant and Biblically Faithful Services*. Grand Rapids: Baker Academic.
- Holmes, C. R. (1983). *Sing a New Song*. Berrien Springs MI: Andrews University Press.
- Keifert, Patrick R. (1992). *Welcoming the Stranger: A Public Theology of Worship and Evangelism*. Minneapolis, MN: Augsburg Fortress Press.
- Kidder, S. J. (2008). *Majesty: Experiencing Authentic Worship*. Hagerstown MD: Review and Herald Publishing Association.
- Liesch, Barry Wayne (1996). *The New Worship: Straight Talk on Music and the Church*. Grand Rapids, MI: Baker Books.
- Morganthaler, Sally (1995). *Worship Evangelism*. Grand Rapids. MI: Zondervan.
- Navarro, Kevin J. (2001). *The Complete Worship Leader*. Grand Rapids, MI: Baker Books.
- Pease, Norval (1967). *And Worship Him*. Nashville: Southern Publishing Association.
- Riddle, Melissa (1997). "Women: What They Bring to Worship," *Worship Leader*, March/April.
- Schmemmann, Alexander (1997). *For the Life of the World: Sacraments and Orthodoxy*. Crestwood, NY: St. Vladimir's Seminary Press.
- White, Ellen G. (1890). *Patriarchs and Prophets*. Mountain View, CA: Pacific Press Publishing Association.
- White, Ellen G. (1898). *The Desire of Ages*. Mountain View, CA: Pacific Press Publishing Association.
- White, Ellen G. (1917). *Prophets and Kings*. Mountain View, CA: Pacific Press Publishing Association.

DVD and Video

Center for Creative Ministry (1998). *Establishing Effective Worship Teams*. Lincoln, NE: Center for Creative Ministry. (A two-hour DVD seminar designed to provide basic orientation for local church worship leaders.)

Duerksen, Dick and Gladden, Ron (1996). *Permission to Worship, Permission to Change*. Lincoln NE: AdventSource. (Five sessions designed to lead a worship committee into a consideration of Bible principles of worship, the Adventist heritage and practical decisions.)

Websites

International Adventist Musicians' Association provides a website with a number of resources related to worship and publishes the journal Notes. The website can be accessed at: www.iamaonline.com/

WorshipTogether.com is a website produced by a Christian business that sells sheet music in several formats (including printable and those used in computer programs that generate music), music DVDs, etc., for contemporary worship. It also has instructional videos that can be viewed online, Bible studies, articles and news about events where training is provided for worship leaders. It is essentially an online music store with all kinds of worship resources. It can be accessed at: www.worshiptogether.com

Magazine

Worship Leader Magazine is a professional journal for worship leaders from an Evangelical perspective founded in 1990 by Dr. Charles Fromm. It is published six times a year both on paper and electronically. The website also provides a regular schedule of Webinars to provide in-service training for worship leaders. More information is available at: www.worshipleader.com

Discussion Questions

1. Which of the traits of a healthy worship team appeal to you the most and why?
2. Does the time line for worship planning make sense to you? Why?
3. Which of the worship groups given as examples would you most enjoy being a part of and why?
4. Can you think of people in our congregation who could fill some of the roles mentioned?
5. How does the planning process contribute to a better quality of worship?

Group Activity

Purpose: Provide an opportunity to get acquainted with the various worksheets and planning tools.

Preparation: Make copies of the handouts from this unit, or similar items that have been developed for use at your church.

Assignment: Go over the worship team time line and the worship planning worksheet. Ask each person could fill out the evaluation sheet based upon their most recent worship experience.

Debriefing: Have each person share what they have written on the evaluation sheet.

Time: About 20 minutes to review the time line and planning worksheet, allowing an additional 10 or 15 minutes if the participants are asked to fill out a worship planning worksheet for a sample worship service. About 15 minutes to fill out the evaluation sheet. Allow three to five minutes for each person to share their evaluation and another 15 minutes for general discussion based on the debriefing.

iFollow
Discipleship
Series:
Working
with Jesus
Group
Activities

Establish-
ing Effective
Worship-
Teams:
Part Three
How to Oper-
ate Worship

Handout 1

Sample Welcome Letter

[Date]

[Full name and address]

Welcome to Worship Team!

Dear [First Name],

Welcome to worship team! We are a group of people excited about church because of our love of God. The worship experience every week at our church is extremely important. Every Sabbath morning, about ----- people drive an average of ----- minutes to and from church, and spend an hour and a half in their worship time (not including Sabbath school)! There are well over a thousand individual hours spent each Sabbath morning. This provides us with an awesome responsibility to plan relevant, excellent services that will be well worth the time.

Worship team meets on a regular basis each Wednesday night at the ----- home from 7:45 to 9:15 PM. We evaluate the past week's service and review the worship leader's plans for future services. We spend time sharpening service elements, working out kinks, plan future series, pray, and worship together. We are a small group of passion-filled people who laugh, talk, hold each other accountable, pray together, and work on something that really makes a difference.

We work as a team, which means we're not in this for our own ego stroking. We give God all the glory and try to leave our egos at home. Probably the greatest weakness of our worship team is that we don't give enough positive strokes. During evaluations of the previous services we are really hard on ourselves, because we truly want to learn from our mistakes and not repeat them. We try to come with our plans to the worship team with extremely open minds, asking everyone to look critically at them, and help fine tune them, even making radical changes if necessary!

We've found that each of our worship team leaders can do their best job as a leader if they don't schedule themselves or a close family member to be in their program for major up-front roles. Objectivity is vital to excellence, and energy is needed in looking at the whole picture!

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

Establish-
ing Effective
Worship-
Teams:
Part Three
How to Oper-
ate Worship

We are excited that you are becoming a part of our team. We pray that together we may lead God's people to worship Him in spirit and in truth.

[signed]

Worship Team Leader

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

**Establish-
ing Effective
Worship-
Teams:**
Part Three
How to Oper-
ate Worship

Handout 2

Sample Worship Team Covenant

Acknowledging that participants in church leadership must follow Biblical guidelines in order to successfully “fight the good fight,” we, the members of the worship team, pledge to follow Paul’s directives for such roles, as set forth in 1 Timothy 2. Paul’s words highlight character qualities rather than worldly success in defining what to look for in a church leader; that true leadership comes from our personal relationship and walk with God, rather than from worldly achievements or vocational successes.

Therefore, our personal covenant to our Lord is to serve Him more fully by ministering to those who seek Him through music worship, drama, sign language, servanthood, and prayer ministry. Recognizing that we are but frail replicas of Paul and the other apostles, we pledge to stand firm against the attacks of Satan and the lure of worldly acclaim by acknowledging that what we do, and the gifts we have, are achieved only through God’s grace, not our own.

As leaders, we also acknowledge that having a highly visible role in the church is not a position for recent converts or those new in the faith, as the weight of the role may force them to stumble.

Our covenant is as follows:

Lord, I, _____, pledge to serve You as a member of the (your church) Worship Team or as a church elder, through music, drama, servanthood, sign, and prayer ministry according to Your will for my life.

As a member of leadership, I pledge to follow the guidelines as set forth in Your Word and as found in 1 Timothy 2. They are as follows: As a leader Lord, I will strive to be above reproach, levelheaded, self-controlled, hospitable, a good teacher, generous in spirit and finances, gentle in nature, and not given to drunkenness. I promise to be monogamous in my relationship with my spouse or chaste as a single. As a husband, I promise to be a leader in my home, respected by my children, or as a wife, I promise to be a godly woman, presenting a good example of Your grace to my household and those around me.

In the workplace and in the community, Lord, I promise to pass each day with Your Shield as my strength, and to shine your Light and Love on those around me. To do this, Lord, I know that I must spend some quiet time with You each day by reading Your Word and by taking the time to pray.

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

**Establish-
ing Effective
Worship-
Teams:**
Part Three
How to Oper-
ate Worship

I allow my sisters and brothers on the Worship Team or in church leadership to lovingly hold me accountable for when I do stumble or become confused in my walk with You, Lord, and I take it as a point of honor to do the same for each of them. I praise You, Lord, for the opportunity to serve You, and for the gifts You have given me. Thank You for letting me use those gifts to help others know and love You as I do.

Signed: _____

Dated: _____

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

**Establish-
ing Effective
Worship-
Teams:**
Part Three
How to Oper-
ate Worship

Handout 3

Responsibilities of the Worship Leader

Worship Creative Director: It is the responsibility of the Creative Director to meet with the Pastor (or other guest speaker) to discuss the sermon topic at least four weeks in advance, to provide ample time for planning the service and rehearsal for the participants. The Creative Director must attend the worship team meetings two Wednesdays before the scheduled service to present tentative plans and the Wednesday after the scheduled service for feedback.

1. Decide on music for the Worship Service.
 - A. Provide copies of sheet music for song service three weeks in advance to the following: Worship singers leader (4 sets), keyboardist (5 sets), computer person (1 set), minister presenting the sermon (1 set), worship leader (1 set).
 - B. The songs should fit with the sermon topic.
 - C. Songs that are chosen should be arranged in the order they are to flow to allow for transition planning. The creative director is to consult with the worship leader and keyboardist.
2. Choose songs for special music and offertory music, and provide copies of music three weeks in advance to the following: Keyboardist (5 sets), singers (1 set).
3. Choose dramas, videos, etc., well in advance to allow maximum time for practice. Furnish scripts, costume, etc., at least three weeks in advance to the participants.
4. Plan the flow of the service.
5. Select persons for the offering call and congregational prayer. Check with _____ for list of suggested persons.
6. Work with the lighting technician for creative ideas for service lighting. Put those plans on paper.
7. Have written plans available for review by the worship team 10 days prior to the service. Finalize worship service plans no later than the Wednesday worship team meeting prior to the Sabbath service.
8. Prepare plan sheets to be printed on the Thursday prior to the Sabbath service.

Handout 4

Worship Planning Worksheet

Date of Service: _____

Theme/Text: _____

Pastor's Sermon Topic: _____

Worship Leader: _____

Singers: _____

Keyboard: _____

Congregational Singing: (Hymn # and verses)

- _____
- _____
- _____
- _____
- _____
- _____

Creative Introduction (responsive reading, creative Scripture, poem, etc):

Offering Appeal: _____

Offertory: _____

Prayer Song: _____

Pastoral Prayer: _____

Special Music: _____

Promo for next week, call to talk afterwards, orient to classes:

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

**Establish-
ing Effective
Worship-
Teams:**
Part Three
How to Oper-
ate Worship

Handout 5

Worship Evaluation

Date of Service: _____

Theme of Service: _____

Introduction: Was people's attention captured? Did the introduction make people curious about what to expect?

Music: Did music and specials contribute to the theme? Did musicians work together in sync? Was there a good blend? Were the levels sweet?

Transitions/Flow: Did songs flow logically and musically into each other? Did transitions point toward the theme?

Sermon: Effectiveness, relevance, seeker sensitivity, integrity, insight, use of Scripture, logical flow, annoying mannerisms, use of humor, target audience level

Seeker Sensitivity: Could unchurched people easily understand what was going on? Was there a clear sense of relevance to today's culture?

Emotional Value: Were people "moved to tears"? Were there special "moments" in the service?

Fit: Did all the elements of the service logically flow into the theme of the service?

Learning Styles: Which styles did this service communicate effectively to? Was there something for every type of learner in the service?

Comments:

iFollow
Discipleship
Series:
Working
with Jesus

HANDOUT

Establish-
ing Effective
Worship-
Teams:
Part Three
How to Oper-
ate Worship

Handout 6

Creating a Worship Schedule

Every schedule will be different depending on the size and responsibilities of your worship team. This sample gives you a sample from which you can get some ideas to develop your own.

| Date | June 12 | June 19 | June 28 |
|----------------|-------------------|---------------|------------------|
| Theme | Psalm 91 | Luke 10 | Matthew 25 |
| Speaker | Jeff | Jose | Jeff |
| Worship leader | Samantha | Roger | Joyce |
| Keyboard | Pedro | Jondelle | Herman |
| Sound/lighting | Skip | Skip | Fred |
| Other | A skit is planned | Guest speaker | Special offering |