

CBF WORSHIP MINISTRY HANDBOOK

CoppellBible
Fellowship

A note from our Associate Pastor of Worship

I consider it an honor to serve alongside each of you in this incredible ministry of pointing people to Christ through worship. I pray God uses you beyond your asking or imagination!

It is important to remember that serving in the CBF Worship Ministry requires a high level of dedication and an even larger level of humility and servant-mindedness.

I look forward to serving alongside you in leading God's people to worship with everything they've got and revealing the greatness of God to those who do not yet believe.

A handwritten signature in black ink that reads "Brent Lamb". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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EXPECTATIONS

WORSHIP CRAFT REQUIREMENTS

To be a part of the Worship Ministry at CBF is to partner with a group of people committed to Christ personally and committed and dedicated to developing and using their gifts, talents, and knowledge in a leadership position of ministry at CBF.

As a team member you are agreeing to make a commitment to adhere to the expectations of that position.

All musical team members must be able to:

- Read number/chord charts (know and understand which notes are in any tri-ad chord structure)
- Have a basic understanding of music theory
- Play in time to a click track/metronome
- Play in different time signatures (3/4, 4/4, 6/8) in a variety of patterns
- Play dynamically (soft, medium, loud)
- Follow the direction of the leader's interpretation of the song through improvisation
- Play/sing in front of other people

Keyboard Players must be able to:

- Know and understand which notes are in any tri-ad chord structure
- Play in time to a click track/metronome

Stringed-instrument Players must be able to:

- Properly tune their instruments
- Have a basic understanding of the fretboard of their instrument (most major scales)
- Know and play all major and minor chords
- Properly utilize capo (guitar only)
- Play in time to a click track/metronome

Vocalists must be able to:

- Hear and/or be taught parts (sing harmony and melody)
- Blend with and adapt their vocal style to a team of vocalists
- Confidently sing into a microphone in front of others
- Show proper use of vibrato in a modern worship context
- Pray and/or speak in front of the congregation if asked

Drums/Percussion Players must be able to:

- Properly utilize various types of sticks/hotrods, brushes
- Play with control and in time to a click track/metronome
- Follow team leader's instructions during songs

Being a part of the Worship Team at CBF is a privilege for all those involved. We have the honor of leading children, students, and adults in times of authentic, worshipful encounters with the One True God. With this privilege comes great responsibility and the need for a deep dedication from every team member.

Our goal as a Worship Team is to actively live out 1st Corinthians 10:31 which says, "Whatever you do, work at it with all your heart." Excellence is **NOT** perfection, but it **IS** giving 100% in everything we do.

In an effort to maintain excellence and continuing to be good stewards of our calling as CBF Worship Leaders, we ask that you covenant with us before becoming a part of the CBF Worship Team by:

- **Becoming a member of Coppell Bible Fellowship**, if you're not one already. This applies to musicians and singers only. Tech volunteers are not required to be CBF members at this time.
- **Being a part of a CBF Life Group** or at least begin the process of finding one.
- **Attending CBF Sunday services regularly.** This includes the weeks that you are not serving.
- **Being able to serve at least TWO Sundays per month.** Not every position will require this, but most will.
- **Being willing to serve where the greatest need is and where your skill is most effective.** There are spots that are necessary and others that are a luxury. We will fill the necessary spots *first* which could mean you may not be in your favorite spot every time you serve.
- **Following the guidelines laid out in the CBF Worship Handbook** for protocols regarding dress code, childcare, rehearsal exceptions and times, etc.
- **Being on Time** when you are scheduled to serve and being prepared for your scheduled position. In most cases, one person being late can delay the start of a sound check or rehearsal and showing up unprepared can cause a rehearsal to go long and stress everyone out. Out of respect for those you are serving with, please arrive 10 minutes before rehearsal when you're scheduled to serve.
- **Communicating** with your Worship Leader as soon as you know you are going to be late or unable to fulfill your scheduled commitment. (Please call or text, DO NOT email. Worship Leader and staff are off on Fridays and Saturdays and do not check emails until Monday mornings.)

We understand fully that things happen unexpectedly (kids get sick, cars break down, jobs call you out of town, etc.) and letting us know as early as possible will give us a better chance of finding a replacement for you.

Texting at 7:00 am on Sunday morning leaves us no options, so please consider carefully before pulling out of your commitment at the last minute.

THE EVALUATION PROCESS

Every team member must be skilled at a certain level before being scheduled as a Worship Team member. The evaluation process will be with CBF's Associate Pastor of Worship, Brent Lamb.

All musicians must know major scales and be able to transpose into any key. You will be asked to play a selected song in different keys before being asked to participate in a worship service.

The CBF Worship Team uses the "Nashville Number System" for all music charts. We **DO NOT** use chord charts. If you're not familiar with the Number System, you will need to enroll and complete CBF's Theory Class (see page 15) before being asked to participate in a worship service.

All vocalists must be able to hear and sing all harmony parts on pitch. If you are not skilled in hearing/singing harmony parts, you will need to enroll and complete CBF's Worship Vocal Class (see page 14) before being asked to participate in a worship service.

REHEARSAL

The Worship Team rehearses early on Sunday mornings. Each person should arrive 10-15 minutes early depending on their scheduled position and be prepared to contribute their assigned part with excellence. If the Worship Leader feels someone isn't prepared to the point that you are distracting the other team members, you may be asked to sit out that week and not participate.

- **The Tech Team** should arrive no later than 6:45am to make sure the booth and stage are prepared for rehearsal at 7:00am.
- **Band members** should arrive and have their personal gear set up and ready to rehearse by 7:00am.
- **Vocalists** should arrive and be ready to rehearse with the band by 7:25am.

CHILDCARE DURING REHEARSALS

Normally we do not provide childcare during rehearsals. If you need childcare you can contact the Worship Pastor to see if arrangements can be made for the day you're scheduled. You can email Brent at: brent@coppellbible.org.

CBF MONITOR SYSTEM

We currently use a wireless 16-channel in-ear monitor system. Each person can mix the vocals and instruments to the desired volume level and pan each channel to their left, middle or right ear.

EVERY TEAM MEMBER will need to purchase sound-cancelling ear buds when scheduled as part of the Worship Team. Prices can run \$50.00 to \$300.00 based on your budget and desired quality of sound. **NOTE:** iPhone and/or other smart phone ear buds are not recommended. Contact Brent Lamb for ideas of which brands to consider.

PLANNING CENTER ONLINE

CBF uses Planning Center Online (PCO) to schedule members and songs for all services and rehearsals. Each song has files attached to the song with a chart and multiple mixes so that you can listen online during the week at your own convenience to make sure you're prepared to lead worship. You will receive an email invitation when you're scheduled that will include which position you're schedule for. You will need to click "Accept" or "Decline." Please respond to the PCO invite as soon as possible so that we can plan on having each position filled or have ample time to replace your position if you need to decline for that particular week.

STANDARDS OF STAGE DRESS

Our goal each Sunday is to lead people to encounter God and to do it in such a way that we almost become invisible where the focus is the presence and moving of the Holy Spirit. With this as our goal, we must examine every area of our lives, inside and out. We never want to be a distraction, so we ask everyone on the Worship Team, male and female, to follow these guidelines for worship services.

- No sleeveless shirts or blouses (unless covered with another shirt).
- All dresses, skirts, and shorts should be fingertip length or longer.
- No mid-drifts showing.
- No low-cut tops.
- Nothing super flashy or embellished. We want to blend in with background and not draw attention to ourselves.
- Layers are your friend – Stage lighting can make seemingly appropriate outfits become inappropriate. So, undershirts, camisoles and sweaters are all helpful.
- Please avoid whites and thin stripe patterns.

Our hope is that each person contributes to the worship time on Sundays and is not a distraction to the other band members and congregation.

OPPORTUNITIES TO SERVE

FOH (Front of House) Sound Position

The FOH Position is one of the most important roles in our worship services. This position controls (mixes) all the audio that the band and congregation hear. This requires a person to stay alert and be prepared for the next thing happening at all times. Failure to focus and pay attention to what's happening on stage can disrupt and distract people from worshipping and/or responding to the message.

Things to remember:

- **Always be early.** If you are on time for rehearsal, you are late because people are now waiting for you to set up before they can practice. **(You should arrive 15-20 minutes before the scheduled rehearsal start time)**
- **Always Communicate.** Text the Worship Leader if you are running late or can't make a service. An added bonus: call another Sound Tech to sub instead of dropping it in the lap of the Worship Leader.
- **Focus on the service,** not your cell phone, iPad, getting coffee, etc.
- **Never leave the Sound Booth during services except for emergencies.** There are times glitches happen and or the speaker may ask for something that isn't already planned.
- **No friends/girlfriends/boyfriends in the Sound Booth.** The likelihood of distraction skyrockets and the results are not pretty.
- **Serve other team members.** Have a heart and attitude of a servant. Be mindful of other requests, equipment setup assistance, and anything else they might need.
- **Study your craft.** Prep for the mix – review of songs and how they're mixed in Planning Center Online (PCO), review of stage requirements for that week's services, and be set up for the band.
- **Be working to improve.** Live audio production is a mixture of art and science. The Sound Booth is not the place for a complacent attitude.
- **Respect the instruction and leadership of those over you.** This includes the Pastor, the Worship Pastor, etc.

Ultimate Rule to Follow: Your main job, as far as the congregation is concerned, is to create the best worship environment possible. You are producing music for the glorification of God. Measure your actions and motives against this rule.

Production Manager Position

The Production Manager is key to creating an efficient and positive production of rehearsals and services and is a VERY important role in our worship services. The overall purpose is to work directly with the Sound Tech, Worship Leader, band, and Tech Team to move the rehearsals and services smoothly from beginning to end.

This position is responsible for making sure important details are completed and ready for rehearsal before services, problem solving during services, and tear-down afterwards. **(SEE CHECK LIST ON NEXT PAGE)**

This requires a person to stay alert and focused at all times.

Things to remember:

- **Always be early.** If you are on time for rehearsal, you are late because people are now waiting for you to set up before they can practice. **(You should arrive 15-20 minutes before the scheduled rehearsal start time)**
- **Always Communicate.** Inform the or Sound Tech scheduled for that week if you are running late or can't make a service. An added bonus: call another Production Manager manager person to sub for you instead of dropping it in the lap of the Worship Pastor.
- **Focus on the service,** not your cell phone, iPad, etc. The sound booth is not the place for a complacent attitude.
- **Never leave the Sound Booth during services except for emergencies.**
- **No friends/girlfriends/boyfriends in the Sound Booth.** The likelihood of distraction skyrockets and the results are not pretty.
- **Study your position.** Review and come up with ideas that would make this position better and run smoother before, during, and after rehearsals and services.

Ultimate Rule to Follow: Your main job, as far as the congregation is concerned, is to create the best worship environment possible. You are producing music for the glorification of God. Measure your actions and motives against this rule.

PRODUCTION MANAGER CHECK LIST

UPON ARRIVAL

1. Turn on all Lobby and Green Room flatscreens.

BEFORE REHEARSAL

1. Make sure rack in Sound Booth, rack on stage, and sound console are on.
2. Check battery levels of all vocal mics.
3. Check battery levels on band members' wireless packs.
4. Place vocal mics on stage and make sure they're turned on.
5. Make sure air conditioner to drum booth is set to 64°. *Thermostats are in the Crows Nest located on the 2nd floor. The drum booth thermostat is the 3rd unit from the door and marked "drum booth air."* Set the other two thermostats to appropriate temperature depending on weather.

BEFORE 1ST SERVICE STARTS

1. Move monitor boxes on mic stand to back stage area.
2. Assist FOH/Sound Volunteer throughout the morning.
3. Periodically remind Worship Leader of minutes until start time (for both services).
4. Remember to keep a servant-type attitude. *(some mornings are full of technical problems and chaos.)*

END OF 1ST SERVICE

1. Grab breakfast in Green Room.
2. Check battery levels of band wireless packs again before 2nd service.

END OF 2ND SERVICE

1. Return all mics to cases.
2. Assist Sound Volunteer to make sure all Sound Booth equipment is shut down properly.

ProPresenter (Slides) Position

The Slides Position is a very important role in our Sunday morning services. This position controls all of the sermon slides, backgrounds, video, and worship lyrics that the band and congregation see.

This requires a person to stay alert, focused, and prepared for the next slide happening at all times. Failure to focus and pay attention to what's happening on stage can disrupt the service and distract people from worshipping and responding to the message.

A good, safe way to make sure the congregation sees the words on the screen in time is to **move to the next slide as the last 2/3 words are being sung**. This will ensure that people aren't distracted and waiting for the next slide.

Things to remember:

- **Always be early.** If you are on time for rehearsal, you are late because people are now waiting for you to set up before they can practice. **(You should arrive 15-20 minutes before the scheduled rehearsal start time)**
- **Always Communicate.** Inform the Worship Pastor or Sound Tech scheduled for that week if you are running late or can't make a service. An added bonus: call another ProPresenter/Slides person to sub for you instead of dropping it in the lap of the Worship Pastor.
- **Focus on the service,** not your cell phone, iPad, etc. The Sound Booth is not the place for a complacent attitude.
- **Never leave the Sound Booth during services except for emergencies.**
- **No friends/girlfriends/boyfriends in the Sound Booth.** The likelihood of distraction skyrockets and the results are not pretty.
- **Study your craft.** Review the arrangement of songs on Planning Center Online (PCO) for that particular week's set list.
- **Be working to improve.** Find YouTube tutorial videos about ProPresenter.

Ultimate Rule to Follow: Your main job, as far as the congregation is concerned, is to create the best worship environment possible. You are producing music for the glorification of God. Measure your actions and motives against this rule.

Lights Position

The Lights Position is a very important role in our Sunday morning services. This position controls all of the lighting effects and creates appropriate atmospheres before, during, and after services.

This requires a person to stay alert, focused, and prepared for each part of the service happening at all times.

Failure to focus and pay attention to what's happening on stage can disrupt the service and distract people from worshipping and responding to the message.

Things to remember:

- **Always be early.** If you are on time for rehearsal, you are late because people are now waiting for you to set up before they can practice. **(You should arrive 45 minutes before the scheduled first service start time)**
- **Always Communicate.** Inform the Worship Pastor or Sound Tech scheduled for that week if you are running late or can't make a service.
- **Focus on the service,** not your cell phone, iPad, etc. The Sound Booth is not the place for a complacent attitude.
- **Never leave the Sound Booth during services except for emergencies.**
- **No friends/girlfriends/boyfriends in the Sound Booth.** The likelihood of distraction skyrockets and the results are not pretty.
- **Study your craft.** Our lighting system is pre-programmed with presets. Training and questions can be explained by Brian Jones and/or Ben Hurlbert.
- **Be working to improve.** Lighting colors should match with background slides of any particular song lyric or sermon slide. Find YouTube tutorial videos about stage and environmental lighting.

Ultimate Rule to Follow: Your main job, as far as the congregation is concerned, is to create the best worship environment possible. You are producing music for the glorification of God. Measure your actions and motives against this rule.

Video Camera Position

The Video Camera Position is a very important role in our Sunday morning services.

This position sets up and records video of weekly sermons during 1st and 2nd services so that it can be edited and uploaded to the CBF website to view.

This requires a person to make sure video and audio are set correctly for a high-quality video recording.

Things to Remember:

- **Always be early.** You should **arrive 30 minutes** before the scheduled first service start time.
- **Upon arrival, go through this check list before service starts.**
 - **Make sure SD card is loaded in camera.**
 - **Make sure camera is on and centered (aligned) with drum booth on stage.**
 - Check with Sound Tech that the camera is receiving audio on both camera channels.
 - Check that camera audio level is set between -10db and 0db level.
 - At the end of 2nd service, take SD card from camera and leave it on Brent's Desk.
- **Always Communicate.** Inform the **Worship Pastor or Sound Tech** scheduled for that week if you are running late or can't make a service.
- **Focus on the service,** not your cell phone, iPad, etc. The Video Camera Position is not the place for a complacent attitude.
- **Never leave the camera position during services except for emergencies.**
- **No friends / girlfriends / boyfriends at camera position.** The likelihood of distraction skyrockets and the results are not pretty.
- **Training and questions** can be explained by Brent Lamb and or Ben Hurlbert.

Ultimate Rule to Follow: Your main job, as far as the congregation is concerned, is to capture the best worship environment possible. You are producing video for the glorification of God. Measure your actions and motives against this rule.

Vocalist Position

The Vocalist Position is a very important role in our worship services. The vocalist's role on the Worship Team is to serve the congregation by leading them in the worship of the Lord through music. This leadership involves not only engaging with the Lord directly through song but encouraging and assisting the congregation to engage their hearts, minds, and bodies in worship as well.

All vocalists must be able to hear and sing all harmony parts on pitch. If you are not skilled in hearing/singing harmony parts, you will need to enroll and complete CBF's Worship Vocal Class (see below).

Vocalists must be able to:

- Hear and/or be taught parts (sing harmony and melody)
- Blend with and adapt their vocal style to a team of vocalists
- Confidently sing into a microphone in front of others
- Show proper use of vibrato in a modern worship context
- Pray and/or speak in front of the congregation if asked

CBF Worship Vocal Class

This class is designed to discuss, learn, and give you vocal skills on how to approach singing lead vocals and background vocals (BGV's) correctly. We will cover topics such as:

- Introduction to Music Theory
- Hearing harmony parts made easy
- Warming up your voice
- Lead Vocal "Do's and Don'ts"
- Background Vocal Harmony (BGV's)
- Blending "Pitch, Tone, Vibrato, Scooping notes"

In this class we will cover the basics of Music Theory which helps become more familiar with 3- and 4-part harmony structures. This makes hearing all the harmony parts much easier.

We also cover vocal warmup exercises that can help from injuring your vocal cords. *(Because we rehearse early on Sunday mornings, you will want to know how to warm up your voice before singing that early in the morning)*

Singing with others as a BGV vocalist takes listening to what and how the lead vocalist is singing and phrasing words and cut-offs so that all words and timing are matching which creates a tighter/smooth blend among vocalists.

Musician Position

The Musician Position is a very important role in our worship services. The musician's role on the Worship Team is to serve the congregation by leading them in the worship of the Lord through music. This leadership involves not only engaging with the Lord directly through playing but encouraging and assisting the congregation to engage their hearts, minds, and bodies in worship as well.

All musicians must know major scales and be able to transpose into any key. The CBF Worship Team uses the "Nashville Number System" for all music charts. We **DO NOT** use chord charts. If you're not familiar with the Number System, you will need to enroll and complete CBF's Theory Class (see below).

Keyboard Players must be able to:

- Know and understand which notes are in any tri-ad chord structure
- Play in time to a click track/metronome

Stringed-instrument Players must be able to:

- Properly tune their instruments
- Have a basic understanding of the fretboard of their instrument (most major scales)
- Know and play all major and minor chords
- Properly utilize capo (guitar only)
- Play in time to a click track/metronome

Drum/Percussion Players must be able to:

- Properly utilize various types of sticks/hotrods, brushes
- Play with control and in time to a click track/metronome
- Follow team leader's instructions during songs

CBF Theory Class (Playing Your Instrument)

This class covers basic music theory so that each member understands triad chords, which notes make up a triad chord, and major scales of all keys. It also includes transposing chords into numbers and getting familiar with how CBF's worship charts are written. We will cover topics such as:

- Playing your Instrument
- Introduction to Music Theory
- Nashville Number System and a NEW FREEDOM
- Playing and Staying with a "Click Track"

We will introduce how to "stay" with a constant metronome (or "click") and then advance to "playing" with the click. CBF Worship Teams use a click and guide on every song we use in worship services. Every song we use in worship services also has a "guide" voice in our in-ears that states count-offs and each part of the song that is coming up next. We will listen to clicks and guides of different songs so that you become accustomed to following and eventually relying on the click and guide.

OTHER OPPORTUNITIES TO SERVE

Songwriting Class

We have multiple CBF members that write songs, poetry, music and some that would love to start. Our goal is to create space for all of the gifted and talented people who want to serve the Lord through writing.

In the Songwriting Class, we will discuss how to get started as a songwriter.

We will discuss topics such as:

- Is there a difference in “songs” and “tunes”?
- What makes a great song?

One tool that gets everyone involved and helps develop the skill and build creativity is to pair up teams to write a song together.

Recording Class

CBF has the space, equipment, and resources to record our worship songs as well as demos of new material.

We use recordings as a learning tool for the Worship Team to evaluate performances and be better at our skills.