



Project #7

ASSIST AND EVALUATE IN BEHIND-THE-SCENES BAND AND VOCAL TEAM PREPARATION

OBJECTIVE: To enable worship leaders to comprehensively understand, actively participate in, and critically evaluate the current procedures and applications utilized in preparing a worship band and vocal team for a weekly service, ultimately proposing ways to streamline the process or make it more helpful for the musicians.

Read pages 193-199 in *The Worship Ministry Guidebook*.

Project Duration: Focus on one complete cycle of preparation for an upcoming worship service (approximately one week, depending on the church's planning timeline).

Phase 1: Understanding the Current Workflow & Technology Audit

Objective: To gain a foundational understanding of the existing systems, technologies, and scheduling practices for the band and vocal team.

Task 1.1: Initial Consultation and Technology Identification

- **Meet with the Worship Leader/Director** to understand their current methods for preparing the band and vocal team.
- **Identify the primary tools used:** Determine what applications the church uses for planning and communication.
- **Document the existing workflow** from assigning musicians to notifying them about music readiness.
- **Question to consider:** How does the current method impact the worship leader's organizational life and overall efficiency?

Task 1.2: Current Personnel Scheduling Process

- **Observe or assist in the process of assigning musicians to the service.** Note how far in advance personnel are scheduled (e.g., several weeks out).
- **Understand the communication method for checking availability:** Is it via an online planning app (sending immediate email/text requests), a private Facebook group event, individual text/email, or phone calls/in-person conversations?
- **Identify how absences are handled** and if a substitute system is in place.
- **Question to consider:** How does knowing who is playing impact song selection, especially considering song difficulty and player ability?

Phase 2: Worship Plan Finalization & Resource Compilation

Objective: To participate in the detailed planning of the worship service music and the preparation of all necessary learning resources for the musicians.

Task 2.1: Reviewing the Worship Plan

- **Collaborate with the worship leader** to finalize the worship plan for the target service.
- **Understand how songs are selected and added** to the service plan. If using an online application, observe how pulling a song from a library includes associated files. If using an alternate plan, see how Word/Excel (or Google Docs/Sheets) is used to lay out the service plan.
- **Identify all required files** for each song (e.g., lead sheet, vocal chart, piano, chord chart, cello, audio files) and how they are made accessible.

Task 2.2: Song Mapping and Notes

- **Assist in creating or reviewing the song map** for each congregational and presentational song. This includes the order of verses, choruses, bridges (e.g., VCVCBCCT), and any modifications from the written charts.
- **Document other essential notes:** Observe how introductions, transitions between songs, and arrangement changes are clearly communicated to musicians.
- **Question to consider:** How does the worship leader balance a clear plan with flexibility for the Holy Spirit's leading during the service?

Task 2.3: Resource Compilation (Music & Audio)

- Participate in compiling all digital or physical music scores for each instrument and vocal part.
- **Assist in creating or gathering audio files** (practice tracks/reference audio) for musicians to download or listen to online. This is especially beneficial for vocalists with their specific parts.
- **Understand the distribution method:** Is it via an online planning application, cloud storage account (like Dropbox, Box, or Google Drive), a worship leader website, or physical distribution?
- **Question to consider:** How do these resources help musicians become familiar with the music before coming to rehearsal?

Phase 3: Communication & Pre-Rehearsal Preparation

Objective: To observe and assist in the communication strategies used to ensure musicians are well-informed and prepared before the main rehearsal.

Task 3.1: Musician Notification & Follow-up

- **Observe or assist in notifying musicians that their music is ready.** Note the preferred method (online app message, Facebook event message, email, or text).
- **Review communication frequency and content:** Note if messages are sent 1-2 times a week, including thanks, encouragement, service glimpses, and prayer requests.
- **Question to consider:** How effective is the communication in encouraging personal preparation and reinforcing the musicians' role as worship leaders?

Phase 4: Rehearsal & Discipleship Integration

Objective: To observe the actual rehearsal process, focusing on musical refinement and the integration of spiritual discipleship.

Task 4.1: Participating in the Main Rehearsal

Attend the band and vocal team rehearsal.

- **Observe the flow of the rehearsal:** Note how intricacies are worked out, such as introductions, tempos, variations in playing verses/choruses, connecting multiple songs, and endings.
- **Listen to how the worship leader guides the team** to paint the words they are singing to connect with the congregation.
- **Question to consider:** How much time is allocated for the band rehearsal, and how does this align with the difficulty and number of arrangements?

Task 4.2: Observing Discipleship Opportunities

- Identify “teachable moments” for discipleship during the rehearsal.
- **Observe how the worship leader “brings the lyrics to life”** by helping the team understand biblical foundations, connect personal testimonies with the song’s message, and genuinely understand what they are singing.
- **Note the impact of these moments** on the musicians’ emotional, spiritual, and intellectual connection to the song and their subsequent singing.
- **Question to consider:** How does this spiritual preparation contribute to the team’s ability to lead “transformational worship”?

Phase 5: Day of Service

Objective: To experience the final preparation and delivery of the worship service and understand ongoing communication practices.

Task 5.1: Worship Run-Through Participation

- **Attend the worship run-through** on the day of the service, where the band, vocal team, and tech team go through every song completely.
- **Observe last-minute alterations** and how service cues are understood (e.g., drummer count-offs).
- **Question to consider:** How does this final run-through contribute to the leaders’ confidence and the overall seamlessness of the service?

Task 5.3: Worship Service Implementation & Leading

- **Observe or participate in the actual worship service**, noting how all the preparation comes to fruition as the band and vocal team lead the congregation in worship.
- **Observe how introductions, transitions between songs, and endings are executed.**
- **Pay attention to verbal transitions** by the worship leader, including how Scripture is used to introduce songs or how concise comments help link elements seamlessly.
- **Evaluate how distractions are minimized** and the **environment** is set to keep the congregation’s focus on God.

- **Question to consider:** How did the thorough preparation from the entire week contribute to the team's ability to **lead with freedom and confidence** and foster **transformational worship** within the congregation

Phase 6: Analysis and Recommendations

Objective: To synthesize observations and propose concrete, actionable recommendations for improving the band and vocal team preparation process.

Task 6.1: Workflow Analysis & Streamlining

- **Identify any inefficiencies or bottlenecks** in the current preparation workflow based on your observations.
- **Propose specific steps to streamline the process.** For example, could a different technology or a more structured communication plan improve efficiency?
- **Consider automation opportunities:** Are there repetitive tasks that could be automated using online tools?

Task 6.2: Recommendations for Musicians' Helpfulness

- Based on your observations and the material in the book, suggest ways to make the preparation process more helpful for the musicians.
- Examples to consider:
 - Improving the clarity or accessibility of song maps and notes.
 - Enhancing the quality or accessibility of practice tracks.
 - Optimizing the frequency or content of communication (emails, texts, website updates).
 - Suggesting ways to deepen discipleship moments within rehearsals to foster greater connection to the music.
 - Evaluating the usefulness of a worship leader website or page for centralizing resources and communication.

Present your findings and recommendations to the worship leader, supported by evidence from your observations and insights from the source material.