



WORSHIP MINISTRY

Mission and Policy

Thank you for being a part of the Worship Ministry at Salem!

Each role within the Worship Ministry is vitally important to accomplishing our goal of leading hundreds of people into moments of worship on Sundays. Similarly, each individual must play their role with excellence and responsibility.

Our Purpose:

The purpose of Salem's Worship Ministry is to exalt the Lord; to edify and encourage God's people to worship; to focus hearts and minds on the Gospel; to help prepare our fellow worshippers to be transformed by the Word of God.

1. Lifestyle

Team members must be born-again believers and be active members of Salem Baptist Church for a period of at least three months. The call to lead by following Christ must be reflected in the personal lives of each participant.

2. Communicate!

Communication is key to our ministry performing at the highest level possible. You will receive multiple emails/texts per week from the Worship Pastor and the Planning Center Online notification system when you are on the schedule. Be sure that you can readily access your email accounts or let the Worship Pastor know that you need a different form of communication.

- Apps!

Each member of the Worship Ministry at Salem will be setup on **Planning Center Online** (PCO), using an email address that you provide to your ministry leader. Utilize the resources in PCO like song charts, demos, transposition tools (for you capo lovers), and the PCO Calendar. Take advantage of the information provided, and remember to add "Blockout Dates" to the calendar when you will be out of town or unavailable to participate.

Every volunteer should download the **Planning Center Services** app from the App Store or Google Play. This app will give you mobile access to PCO, so you can check the schedule, add "Blockout Dates," and listen to song demos on the go. Musicians should also download and use the **Planning Center Music Stand** app

from the App Store or Google Play to manage notes for the songs that are used in our worship services.

- Facebook!
Each member of the Worship Ministry will also be added to a Facebook group.

Any time that Worship Ministry contributors are confused, discouraged, or unhappy with a situation, they are encouraged to speak with the Worship Pastor.

3. Timely Arrival and Start for Rehearsal Times

Prompt arrival and readiness to begin rehearsal on time is a sign that you love your craft and have made it a priority. It also shows respect for your fellow contributors. Do your best to arrive early so that you can get the equipment up and running, batteries replaced, tune your instrument, music in order, etc. prior to the rehearsal start time.

4. Commit Yourself

The Worship Ministry at Salem is a commitment that is to be taken seriously. Much of the work that is required to be a part of this team occurs outside of Sundays and Wednesdays. Musicians and singers are expected to hone their craft during their personal time, and utilize rehearsal time to bring the many elements together cohesively. Technicians are expected to be proactive in mixing, using their knowledge and experience to anticipate potential sound issues before they arise.

Commitment to the Worship Ministry at Salem means you are making yourself available to lead during most regular service times (Sundays and occasional Wednesdays). There may also be conferences, services, retreats or special events that require the leadership and participation of Worship Ministry. The Worship Pastor or your ministry leader(s) will communicate with you as far in advance of these dates as possible.

Members of Salem's Praise Team and Worship Choir, see the attached item:
Appendix I for Platform Leaders (Praise Team and Worship Choir)

Members of Salem's Production Team, see the attached item:
Appendix II.A for Production Team
Appendix II.B for Production Team - Sound Booth Procedures

Appendix I for Platform Leaders (Praise Team and Worship Choir)

Being a Platform Leader puts you in the most visible and consistent role of worship leadership at Salem, outside of the role of Senior Pastor. Your commitment to excellence, innovation, and being a servant-leader is commendable, and should not be taken lightly. At Salem we recognize that striving for excellence in music and worship is made easier when we work together.

1. Practice at Home - Rehearse at Rehearsal

Come to Rehearsal prepared to work on making things “gel.” Utilize the resources available to you (Planning Center Online, emails, video tutorials, CDs, etc.) to make sure you are well informed of arrangements, cues, etc. Rehearsal is a great time of fellowship with our ministry partners, and is more fun when everyone is practiced-up.

2. Appearance Does Matter

When we lead from the Platform, we are providing a visual example of Christlikeness. Here are a few things to keep in mind:

- Be pleasant (smile).
- Actively engage those who came to worship. Encourage them!
- Be attentive when you aren't playing/singing.
- Dress appropriately. Nothing tight or revealing - no low-cut tops, short skirts or painted-on skinny jeans. While casual is fine, slouchy isn't. If you look like you don't care, the congregation won't follow where you lead.
- No gum, mints, or excessive colognes or perfumes on the platform during Worship Services.

3. Be a Disciple

Every follower of Christ is called to be a disciple and to make disciples (Matt 28:19-20). Everyone who is a part of the Worship Ministry at Salem should be plugged in to a Small Group (Sunday School Class/Weeknight Bible Study Class), and Discipleship Group. If you're not involved in one, ask the Worship Pastor for suggestions.

4. Plug In!

As visible leaders of our church, it is important that we are plugged into other ministries of Salem. Make time to invest in at least one of the other ministries of Salem:

Salem Student Ministry

WMU/Women's Ministry

Jail Ministry

Guest Services Team

Salem Christian Academy

Salem Kids

Brotherhood/Men's Discipleship

Or one of many others!

5. Commitment

Praise Team

Those who commit to serving on the Praise Team are asked to attend weekly rehearsals when they are on schedule, and are expected to do their best to make sure other commitments do not interfere with their ability to serve on the worship team.

Weekly rehearsals are required. Those who are unable to attend rehearsals should not expect to participate on the following Sunday unless prior arrangements have been made with the Worship Pastor.

Worship Choir

Everyone committed to serving in the Worship Choir is asked to commit to attend two of the three monthly rehearsals.

In addition to the time commitments above, you may be asked to meet periodically with the Worship Pastor in a one-on-one setting to discuss the Worship Ministry, your spiritual growth, and any input for the ministries of the church.

6. Know the Tech that we utilize each week (Praise Team)

Everyone who serves on the Praise Team should have a basic knowledge of the equipment that we use. If needed, any of us should be able to:

- Turn on the Sound System, recall a Scene File and mute/unmute channels
- Open ProPresenter files that have previously been setup by Visual Media volunteers or Worship Pastor
- Turn on the lights and utilize the ETC Lighting Board for master dimmer control

7. Praise Team Auditions

Potential Praise Team members will be required to undergo an auditioning process which may include a personal interview, a musical audition, and a probationary period on the worship team. This probationary period will be utilized to determine if the skills, attitude and heart of the addition fit well with the rest of the team. The purpose of this process is to determine an individual's musical proficiency, spiritual maturity, and personal compatibility with the existing team members. At the end of the probationary period (typically 6 - 8 weeks), a decision will be made by the Worship Pastor.

Because we value the importance of healthy families, prospective team members should not join without the full support of their family.

There is no audition process for the Worship Choir. All are welcome to join and lead our church through this avenue of ministry!

Appendix II for Production Team

A.

The Production Team at Salem is the group of behind-the-scenes techies, producers, camera operators, sound engineers, visual media techs and photographers that make our services happen. Your commitment to excellence, innovation, and being a servant-leader is commendable, and should not be taken lightly. At Salem we recognize that striving for excellence in music and worship is made easier when we work together.

1. Know the Tech that we utilize each week

Production Team members should know how to utilize the technology that runs our Sunday services, including being familiar with*:

- Sound System, including how to power on, recall a Scene File and mute/unmute channels
- Open ProPresenter files that have previously been setup by Visual Media volunteers or Worship Pastor
- Turn on the lights and utilize the ETC Lighting Board for master dimmer control

**See the Production Team Sound Booth Procedures for detailed information on how equipment is to be operated.*

2. Appearance Does Matter

When we lead, we are providing an example of Christlikeness. Here are a few things to keep in mind:

- Be pleasant (smile)
- Actively engage those who came to worship. Encourage them!
- Be attentive throughout every aspect of the service.
- Dress appropriately. Nothing tight or revealing - no low-cut tops, short skirts or painted-on skinny jeans. While casual is fine, slouchy isn't.

3. Plug In!

As leaders of our church, it is important that we are plugged into other ministries of Salem, and are continuously working to deepen our faith. Make time to invest in at least one of the other ministries of Salem:

Salem Student Ministry

Salem Christian Academy

WMU/Women's Ministry

Salem Kids

Jail Ministry

Brotherhood/Men's Discipleship

Guest Services Team

Or one of many others!

Discover Wednesday Bible Study

Salem Christian Academy

Salem Student Ministry

Salem Kids

WMU/Women's Ministry

Brotherhood/Men's Discipleship

Jail Ministry

Worship Choir

Or one of many others!

4. Commitment

Those who commit to serving on the Production Team are required to attend event sound checks when they are on schedule, and are expected to do their best to make sure other commitments do not interfere with their ability to serve on the worship team.

In addition to the time commitments above, you will be asked to meet periodically with the Worship Pastor in a one-on-one setting to discuss the Worship Ministry, your thoughts, and any suggestions for improvement.

5. Auditions

Potential Production Team members will be required to undergo an auditioning process which may include a personal interview, a musical audition (if applicable), and a probationary period on the Production Team. This probationary period will be utilized to determine if the skills, attitude and heart of the addition fits well with the rest of the team. The purpose of this process is to determine an individual's musical proficiency, spiritual maturity, and personal compatibility with the existing team members. At the end of the probationary period (typically 6 - 8 weeks), a decision will be made by the Worship Pastor.

Because we value the importance of family, prospective team members should not join without the full support of their family.

Appendix II for Production Team

B. Sound Booth Procedures

Sound Engineer

- Power On the Power Condenser located on Rack Mount left of Mixing Board.
- Check to ensure that all equipment is working properly, and that the Scene Files needed for the day are available in the Mixing Board.
- Replace batteries in all of the wireless devices to be used during the service (Pastor David is responsible for changing the batteries in his wireless pack each week).

Sound Check

During Sound Check, use the headphones and Solo buttons to create a rich and vibrant mix for the Worship Service. You should be able to hear the contributions of each team member. Some may need to be louder than others, but none should be drowned out.

Transitions

Pre-Service Music to Choir Call to Worship

1. When the countdown reaches about 5 seconds, fade the music down to zero.
2. Stop playback on the iPad.
3. After the Welcome, recall the Choir Baseline.

Between Songs and After Worship Set

1. The Worship Pastor will likely speak or pray to transition between songs. Take note of these during the Sound Check and be sure that the appropriate levels for microphones are ready so that the speaker can be heard clearly.
2. It is not uncommon for one instrumentalist (keyboard, acoustic guitar, piano, etc) to continue playing if someone is speaking or praying. Do not mute the instruments until the set has clearly finished. Again, these items are covered during the Sound Check.

Invitation

1. Depending on the responsiveness of the congregation, the Invitation period of the service may last anywhere from 2 - 10 minutes. Keep an eye on the pastor

during this time and anticipate when he needs his microphone to be muted or unmuted. This is an especially sensitive time that requires your full attention.

After Service

1. The Praise Team may play a song after the service, while congregants enter/exit the service. Don't change the scene file if this is happening. Any "Closer" song will be listed on the Order of Service that is distributed prior to the Sound Check.

IMPORTANT REMINDERS for Sound Engineers

1. **Arrive ahead of schedule.** If you are serving on Sunday, you should be receiving a text or email reminder on Saturday of the Call Time for the Sound Check, usually 7:45 or 8:00am. Arrive 15 minutes prior to Call Time to ensure that all of the equipment is up and running when Sound Check begins.
2. **Make yourself available before and after services.** We'll do our best to avoid any last minute changes to the service, but should be able to find you quickly if we need to provide you with an update.
3. **Do your best to anticipate problems.** Learn from any hiccups in the past, and be ready to deal with feedback, interference, or dropped signals during the middle of a service. When feedback or interference interrupts, take a quick look at the board and mute the offending channel. Listen for feedback and catch it early, before it becomes a distraction.
4. **No drinks are allowed near the sound equipment.** There is a designated place for your coffee/water. Spilling a \$4 coffee could cause \$10,000 of damage.
5. **Put your phone away!** Unless you are using your phone to follow the sermon and/or take notes, please refrain from using your phone during the services. We should all be focused on the tasks at hand, and should eliminate as many distractions as possible to ensure that we provide our best service through this ministry.
6. **Don't leave the booth during a service.** Our services require your full attention and focus throughout the service. Unless you are performing an emergency troubleshoot for an issue that occurred during the service, please remain in the booth.
7. **Leave equipment and lights on after the service.** The last thing we want to do is have people experience great worship and a great message, only to feel pushed out of the building because the lights are dimmed or the projectors and music are off. Leave music playing and visual media presentations going so that there is a consistent feel in the sanctuary after the service. Being the Church is about community and relationships, so we want to encourage folks to stick around and make connections.

Tips for Mixing

Use the Headphones - The house mix is one of the most important parts of our responsibility to our church. Take your time and listen to the mix to ensure that everything is at an appropriate level. Use the SOLO buttons to create a dynamic mix:

1. Start with vocals - The band plays an incredible amount of music and does a phenomenal job with the songs from week to week, but our music isn't about the drum groove or the guitar riff - it's about our Savior. The vocals are the tool we use to point hearts and minds to Christ. They should be clearly heard and "out front" in the mix.
2. Add the melodic instruments - piano, acoustic guitar, electric guitars. These instruments carry the bulk of what the congregation hears and associates with the songs.
3. Bring up the supporting instruments - keyboard, bass and drums. It is no secret that we have some extremely talented people bringing sound to these instruments. They add a ton of flavor and flair to the music, but don't get too happy with the faders for these. They are vital, but shouldn't overpower the other instruments that are busy carrying the melody lines of the song.
4. Finally, don't forget to listen to the enhancement track. The music coming through the enhancement track will vary from song to song. Sometimes there is an orchestra or brass band sweeping through the bridge, and sometimes there is no enhancement track at all. Pay attention to this track and make sure that is contributing, but not overbearing.
5. When it's all said and done, take the headphones off and listen to the overall volume of the room to make sure it isn't too loud or too quiet. A good mix can get lost in a full room if it doesn't have enough volume, and blasting the music will distract from the point of our worship - focusing on our Savior.

Visual Media Engineer

Power On the following units:

1. Visual Media PC.
2. Front Projector (remote located left of Sound Booth iPad).
3. Confidence Monitors (remote located left of Sound Booth iPad).
4. ETC Element Lighting Console.

Open ProPresenter on the Visual Media PC. Check to ensure that file your using includes today's date or the name of the event. Ensure that equipment is working properly and that all visual cues operate as they should..

Sound Check

During Sound Check, run slides just as you will during the Worship Service. This will help you look for spelling and grammatical errors, as well as identify places where the arrangement may have changed since the song was input into the presentation software.

The ETC Element Lighting Console should be on, and faders 51 - 53 should be at full power. These are the faders labeled "Pre/Post Service and Sermon," "Band," and "Choir."

Transitions

Pre-Service Music to Choir Call to Worship

1. When the countdown reaches about 5 seconds, slowly bring fader 51 down to zero.
2. Follow the speaker's cues regarding graphics for special events, videos, or announcements.

Between Songs and After Worship Set

1. The Worship Pastor will likely speak or pray to transition between songs. Take note of these during the Sound Check and be sure that there are appropriate "blank" screens during these transitions.

Message

1. Sermon notes are entered as provided by the speaker for the day. Follow along and take cues from the speaker to determine which slide is appropriate. Don't beat them to the punch on a sermon point, but don't delay in getting information on the screens. Timing is everything and can either enhance the message or distract from it.

Invitation

1. Depending on the responsiveness of the congregation, the Invitation period of the service may last anywhere from 2 - 10 minutes. Be attentive to how the band is playing and try to anticipate what will happen next. If the band plays through a song completely, the Worship Pastor will likely audibly call which part of the song the band will return to. Be ready!

After Service

1. Display the "Thanks for Joining Us" slide for about 30 seconds before returning to the announcement loop.

IMPORTANT REMINDERS for Visual Media Engineers

1. **Arrive ahead of schedule.** If you are serving on Sunday, you should be receiving a text or email reminder on Saturday of the Call Time for the Sound Check, usually 7:45 or 8:00am. Arrive 15 minutes prior to Call Time to ensure that all of the equipment is up and running when Sound Check begins.
2. **Make yourself available before and after services.** We'll do our best to avoid any last-minute changes to the service, but should be able to find you quickly if we need to provide you with an update.
3. **Do your best to anticipate problems.** Learn from any hiccups in the past, and be ready to deal with feedback, interference, or dropped signals during the middle of a service.
4. **No drinks are allowed near the equipment.** There is a designated place for your coffee/water/juice/whatever. Spilling a \$4 coffee could cause \$10,000 of damage.
5. **Put your phone away!** Unless you are using your phone to follow the sermon and/or take notes, please refrain from using your phone during the services. We should all be focused on the tasks at hand, and should eliminate as many distractions as possible to ensure that we provide our best service through this ministry.
6. **Don't leave the booth during a service.** Our services require your full attention and focus throughout the service. Unless you are performing an emergency troubleshoot for an issue that occurred during the service, please remain in the booth.
7. **Leave presentations running after the service is over.** The announcement loop is meant to play before and after services, so be sure to cue it to run as people are leaving the service.