

THE NEXT **STEP**



PLANNING FOR WORSHIP

As a servant leader, you place the needs of your congregation ahead of your personal preference and style choices. As you plan for worship, you need to be mindful of a number of elements that should influence your decisions.

Being aware of the demographics of your corps will be helpful when selecting a variety of music that will serve all age groups. Estimate the numbers in each age bracket at your corps.

12 & under 12-25 25-45 45-60 60+

Choose a theme from the list below and create a closed set of music. Choose three songs and write an introduction or verbal transition. In a closed set, your chosen theme does not need to relate to the rest of the service.

➤ Faithfulness ➤ Legacy ➤ Compassion ➤ Spiritual Gifts ➤ Reverence ➤ Holiness ➤ Contentment
 ➤ Forgiveness ➤ Fruits of the Spirit ➤ Heaven ➤ Mercy ➤ Grace ➤ Sacrifice

Song 1: _____

Transition: _____

Song 2: _____

Transition: _____

Song 3: _____

Closing: _____

Scripture references used:

Here are 4 examples of an order of service. Choose songs that fit with the theme for each service.

<p>Call to Worship Isaiah 7:14 / Poem - A Christmas Star</p> <p>Worship Set: Worship Team</p> <p>Play the HOPE video</p> <p>Lighting of the First Advent Candle - Journey of Hope</p> <p>Listen to the YouTube song "What a Beautiful Name"</p> <p>Announcements & Offering / Piano Selection</p> <p>Children's Video "Hope"/ Prayer (Children dismissed for Sunday School)</p> <p>Scripture Reading: Luke 2: 1-20</p> <p>Sermon</p> <p>Reflection: Worship Team</p> <p>* * *</p> <p>Closing Carol "Away in a Manger "</p> <p>Prayer of Benediction Romans 15:13</p>	<p>Responsive Reading - "The People Give Thanks"</p> <p>Worship Set:</p> <p>Thanksgiving - Lightens our Burdens -Romans 8:2 Object: Piece of String "The Knots Prayer" Worship Team</p> <p>Thanksgiving - Deepens our Joys for Evangelism John 14:12 Object: Gospel tract (16 Reasons...) Announcements/Offering - Piano Selection Worship Team</p> <p>Thanksgiving - Sustains our Faith because we are Forgiven -Hebrews 10:17 "Being a Christian is just like a pumpkin!" Worship Team</p> <p>Thanksgiving - Comes from the Heart, Serving God & Others - Matthew 9:37-38 "Harvesting the Pumpkin Patch" Closing Song Rev. 21:6-7</p>
<p>Prelude:</p> <p>Welcome/Announcements</p> <p>Song:</p> <p>Prayer</p> <p>Worship Set:</p> <p>Scripture Reading Mark 15:21-41</p> <p>Band Selection</p> <p>Offering</p> <p>Personal Testimony</p> <p>Song:</p> <p>Prayer</p> <p>Message</p> <p>Response Music:</p> <p>Prayer and Benediction</p>	<p>Welcome and Announcements</p> <p>Call to Worship:</p> <p>Worship Set:</p> <p>Prayer focus on VBS</p> <p>Tithes & Offering</p> <p>Offertory</p> <p>Scripture Reading: Hebrews 9: 1-15</p> <p>Band Selection</p> <p>Song</p> <p>Message: JESUS - THE MERCY SEAT</p> <p>Response Songs</p> <p>Benediction and Closing Song:</p>

Whether you have planned an open or closed set, there are a few questions to ask yourself in evaluating your music choices.

Is there a mix of tempos?

Is there a mix of moods?

Is there an opportunity to include other music sections in your presentation?

Does the placement of your set (open or closed) contribute to the overall flow in the service?

Using a tech sheet for your service is a clear way to communicate all the needs of sections or individuals involved.

On the next page, there is a template you can use to develop a tech sheet for your service. For groups or individuals involved in the service, you can omit the last 3 columns on the copy you give them. Only those involved in the technical aspects of the service will need all of the columns.

Using abbreviations that everyone understands can be helpful when you are glancing at a tech sheet quickly. Here is a list of examples below. Alternatively, you can create your own for groups that participate regularly at your corps.

WOS - Words on Screen

WT - Worship Team

BB - Brass Band

SNGST - Songsters

CS - Centre Stage

SL - Stage Left

SR - Stage Right

DSC - Down Stage Centre

HR - House Right

HL - House Left

Tech Sheet Template

Event Title:

Date:

Meeting Title or Venue:

Time:

Stage Preset:

TIME	ITEM #	ITEM	ACTION	SOUND	LIGHTS	VIDEO
List the duration of each item. This is important. You might have a three hour meeting.	A quick way to reference what item you are up to in the service.	Title, group, leader, etc. Information that would be in the order of service.	Contains information about movement and location.	For audio technician. Mics, instrument monitors, recorded music, video, audio, etc.	For lighting technician. If you use lighting for different scenes in your service.	For video crew. Words on screen, playing videos for congregation, notes on who camera operators should focus on.
<i>Example:</i>						
7:00 p.m.	1	VO Intro of CSB	“Friends, Soldiers and Officers of the Salvation Army.....” Entrance of the CSB	VO1 (prerecorded)	House lights dim	
7:02 p.m.	2	Selection - Canadian Staff Band “Let There Be Light”	CSB Plays Praise Team enters	Band	SL	
7:07 p.m.	3	Praise Team “Here I Am To Worship”	Praise Team leads congregation	W.T.	SR	Lyrics on screen

HOW TO CHOOSE NEW SONGS

Choosing new songs gives the congregation a chance to connect with God in a fresh way. How you select new songs must be done thoughtfully and intentionally.

Choose a new song to introduce to your corps and consider the following questions:

Why did you choose this song?

Does it support the mission and goals of your corps?

Are the lyrics theologically sound?

What demographics of your church will this song work most with initially?

What other familiar pieces of music can be used alongside this song?

Planning ahead for the new songs you want to introduce can assist as you decide when and what to introduce to your congregation.

Choose 3 new songs you could use in the future with your congregation. List Scripture references that could be useful and list relevant themes.

Song 1:

Song 2:

Song 3:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RUNNING A REHEARSAL

Tips for a productive rehearsal:

- Show up early.
- Include an audio/visual technician in your rehearsal.
- Make sure equipment is set up and turned on before you are scheduled to start.
- Have individuals tune their own instruments prior to rehearsal. Singers should warm up too.
- Follow your rehearsal plan but be prepared to be flexible if something is not working or if productive work is happening in one area.

Draw a map of where your team stands.

Can everyone see the worship leader? The music leader?

Can the music leader see each of the team members?

While facing each other is helpful during rehearsal, it is important to practice in the position you will have in the service. It may change how you communicate with your team members.

Make a habit of marking your music. Repeating instructions wastes rehearsal time.



Setting aside time in your rehearsal for devotions, prayer and conversation is important to:

- **Build relationships amongst your team**
- **Facilitate personal spiritual growth**
- **Worship without the immediate responsibility of leading**

Choose a Scripture passage below to share with your team. Discuss the meaning and significance of each passage as it applies to your group and ministry.

Colossians 3:1-17

1 Peter 5:1-11

Ephesians 4

Psalms 66

Psalms 91

Create a list of topics to work through with your team. These can be musical, leadership, spiritual, or other topics that encourage team growth.

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HOW TO INTRODUCE A NEW SONG

When you are introducing a new song to the congregation you are adding a new expression of worship to their praise. As a servant leader it is your job to assist the congregation as they learn so they can enter into worship fully. Making a plan to introduce a song gradually makes it more accessible to the congregation.

Write a four-week plan to introduce a new song. Remember to consider:

Where the song will be placed in the service?

How much of the song will be introduced?

Are words and/or music provided?

What other familiar songs will you use to compliment the new song?

Song: _____

Week 1

Week 2

Week 3

Week 4

**Printing or projecting the music is helpful when introducing new music.
Those who read music can assist others in the congregation.**

After you have introduced a new song, evaluate how it went by answering the questions below. Answer these questions each week and track the changes in the response from the congregation and your team. This will help you decide if you want to keep using this song in worship.

Was the congregation engaged and singing?

Did you receive feedback from the congregation, either positive or negative?

Was the song executed the same way it was in rehearsal?

Are there any changes to make in rehearsal before worship next week?

Week 1

Week 2

Week 3

Week 4

COMMUNICATION DURING WORSHIP

Communication with your team needs to be clear and effective. They need to be able to see and hear signals you give them during worship that may be different from rehearsal.

With your team, decide on a set of signals that can be used to indicate the following:

Verse

Chorus

Bridge

Tag/Outro

Instrumental Break

Repeat the section

Dynamic Changes

You should have these signals written on your music as a reminder to give them to the musicians. Mark the signal two or four bars before the section you want the team to play.

Choose a worship recording. Learn the map of the song and practice speaking or singing over the music, giving direction to the congregation about what words or sections are coming next.

Video yourself during worship (put the camera near your group, not the congregation).

Were your instructions clear? Were they given early enough?