

## COMPUTER OPERATORS

1. Computer Operators should arrive in time for music rehearsals to start one hour before the commencement of Services. Ideally the songs should be set up (or started) in time for the start of rehearsals.
2. If possible, monitor the rehearsal so that the Singers can use the screen. This will also enable you to check that you have the right songs, number of verses and arrangements.
3. Change the transitions in time. Do not wait for the congregation to finish the last line -that will be too late for them to read the first line of the next verse on screen - this is a recurring problem and is particularly frustrating for the singers and congregation. Faster songs which go straight into a chorus have to be transitioned quickly and early.
4. Be ready to change a screen if the Music Leader does something different.
5. Check with the Music Leader, that you have the right songs in the right order and know about any repeats or special arrangements.
6. When the Music Leader (or Pastor) is introducing a song. Put it up on the screen asap so that the congregation can see it.
7. If the Music leader or Pastor/Speaker refers to a particular verse in their introduction, bring it up on the screen. Use initiative!
8. Remember to show the Notices before and after the services and during the offering - unless there is something else running. Make sure the loop is operating and is not frozen on one page.

# Findlay Church

## MUSIC MANUAL



*This Manual has been produced in order to establish standards by which we can measure how we play our instruments, sing and perform the technical operations, and also to improve our methods and attitude to Worship. We want to set our standards to a higher level by continual training, development and experience. This will help us to do the very best we can to please God in our imperfect but heart felt Worship.*

*It will be an evolving document and is open to development as methods and attitudes change—feel free to contribute comments to any of the Music Team Leaders:*

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***“Let everything that has breath praise the Lord” Psalm 150 v 6***

***“God inhabits the praise of his people” Psalm 22 v 3***

## **Music Manual: Overall Purpose, Vision and Objective**

### **Purpose:**

To create a standard whereby all aspects of music are co-ordinated and the best consistent standards maintained and developed.

### **Vision:**

To create a spiritually sensitive atmosphere in which Gods people are led naturally into worship: to ensure that instruments and voices blend into one.

### **Objective:**

To develop and improve music capabilities: improve musical proficiency: use best singers: Train and develop Worship Leaders.

## **PA OPERATORS:**

1. PA Operators should arrive in time for music rehearsals to start at least one hour before the commencement of Services. Ideally PA should be set up (or started) in time for the start of the rehearsal.
2. For the benefit of the musicians and for the rehearsal, Mics and Monitors should be set up first, and as soon as possible - in order to permit musicians to practice effectively - drums and guitars particularly are dependent on hearing their own instruments through the monitors due to the DI boxes. This also prevents shouting instructions across the hall later on during the practice.
3. Remember to listen to monitors from head height level and not from speaker level as that is what the musician hears (with other instruments playing at the same time) Ask Musicians what balances they need to hear and which instruments - do not just do it from the desk.
4. Levels and balances can then be set up for the main speakers.
5. Remember to balance all musicians and not just guitars, drums and piano. There may be times when a wind (Flute or Oboe etc) or String (Violin or Cello) might take the lead, in which case they should be turned up appropriately. Keep listening and adjusting during the rehearsals in order to familiarise yourself with the programme.
6. It is important, particularly when new songs are being sung, to make sure that the singers are heard as they need to take the lead in the tune - also any instruments playing the melody.
7. When the congregation start to come in, and if the band is still rehearsing, the master volume on the main speakers should be turned OFF. The congregation should not have to listen to the rehearsal at volume.
8. Be alert: to make sure that mics are open for vocalists before they start speaking..- particularly the Leader (who may speak at any point) All too often the speaker’s mic is not up when he/she starts speaking.
9. Is the volume loud enough? Better too loud than too quiet. Is there a full sound? Can the congregation hear the music behind you under the gallery?
10. Continue to adjust levels as the service continues allowing for instrumentalists moving position while they are playing.

## Technical Team: Purpose, Vision and Objectives

### Purpose:

To support, develop and improve the Music and Worship with the best and most professional equipment and operators. To maintain a standard, consistent with the level of Musicians and singers.

### Vision:

To give such sensitive and professional technical support to Musicians, singers and congregation such that God's Name is worshipped with sincerity and realty and without drawing attention to equipment or operators.

### Objective:

By means of training operators, maintaining consistent standards, improving of equipment and regular reviews to achieve a high standard of operation.

### NOTE:

*Sound operators can contribute a significant part to the "sense" of worship by recognising and responding to the ethos of songs. Maybe by controlling the master volume or bringing up a guitar, drums or piano at particular times. If there is a climax to a song or part of a song - depending on the words, increasing the overall volume can add to the effect, and at other times, bringing down the volume of instruments and pulling up voices might be appropriate. Operators should be sensitive to the mood of a song and respond appropriately.*

*The PA in a Church is much more than just setting sound levels at the start of a service, but about being involved at a spiritual level.*

## WORSHIP LEADERS:

### Preparation of Services:

1. Obtain theme of Message from Michael (or other speaker).
2. Pray first over theme and worship.
3. List possible range of songs.
4. Narrow the list taking into account the following:
  - a. Generally use a well known song to start - usually good going but could also be reflective depending on mood.
  - b. Key changes between songs.
  - c. Moving from fast to slow or vice versa.
  - d. Balance between modern and contemporary.
  - e. Not repeating songs from previous week.
  - f. Is there a new song which can be used? —but not first or last!
5. When leading, as a rule, let people know when to stand or sit. There maybe occasions when the Worship Leader will give opportunity to sit during lengthy sections or for reflection - at his/her discretion.
6. Don't have long introductions when people are standing.
7. Play introductions at singing speed so everyone starts together at the right rhythm and pace.
8. Check that the Computer operator knows the arrangements and any repeats.
9. New Songs: Bring typed copy on Memory stick for Computer Operator to save them looking for words.
10. Check that the Computer Operator has the right version of the songs.
11. As far as possible, try to have music turned up for the next song to minimise pauses in introductions.
12. Ensure that you are dressed appropriately and don't draw attention to what you are wearing.

***It is really important that Worship Leaders reflect their Christian profession in their personal and public lives. They are representing Christ before His people and anything which undermines their Christian witness will be detrimental to the leading of worship.***

## MUSICIANS and SINGERS:

1. Musicians and Singers should arrive, and be ready to start rehearsals at least one hour before the start of the service, or at another time agreed with the Worship Leader - be on time as it leads to difficulties for the Technical Team and Leader.
2. Musicians or singers turning up 15 minutes or more late may be asked not to participate (at Leader's discretion) as time is limited and the Team are unlikely to be able to go over arrangements and intros again.
3. Musicians or singers who are regularly late (3 times) or who do not turn up without notice may be asked to step down from the Music Team for the remaining session.
4. Plan to start practicing asap. Musicians—make sure you have music copies and Mission Praise Book.
5. Singers may require music copies until Screen is set up. At times PC operators may also have to input / test other Computer activities such as dvd's for other people.
6. Team Leaders will direct the practice but be happy to have input from Musicians in terms of suggestions for arrangements: eg: varying instruments, intros etc.
7. Try to restrict social chatting during rehearsals as time is usually at a premium.
8. The Technical Team will be working round Musicians and Singers as they set up mikes and stands—bear with them. They will also want to set the monitors so that you can hear your own instrument and any others which will help you to keep time.
9. Singers should always be confident about coming in on intros.
10. Let the PA guys know if you need the monitors adjusted.
11. Don't feel that you have to practice every verse unless there is a good reason to do so.
12. Turn up sheet music for the next song before it is announced - not after.
13. Musician doing intro – Ensure Singers know when to come in as it creates uncertainty with the Congregation.
14. Aim to finish rehearsals 15 mins before the Service starts—this gives time for a period of quietness for the congregation, without loud music and creates a clearer start to the service.
15. Musicians—try and avoid the temptation to have a jam session immediately before or after the services—the congregation doesn't appreciate it!

**Dress:** While the Church is quite relaxed about styles of clothing, please dress appropriately and modestly without drawing attention to yourself. Girls should be careful not to expose too much skin - short or low tops or short skirts. Boys should be careful about wording on tee shirts and not dress too sloppily. Remember that the congregation notice your appearance particularly if it is different. We want God to be the focus of our worship and not ourselves.

**Lifestyle:** Worship Leaders, Musicians and Singers need to be careful how they live and react to fellow believers. Being on the platform and involved in leading worship, brings added responsibility, as we seek to reflect Christ likeness in our personal walk. If you are out of sorts, or have unresolved matters, or have sin issues, please excuse yourself (even temporarily) from the Music Ministry, otherwise you may affect others or even the Worship itself.

**Prayer:** Musicians, singers and technical crew (as available) are invited to pray in the Vestry 10–15 minutes before the service - please feel free to take part (even short prayers) as this is an encouragement to the Team.

**Music copies** (not in Mission Praise) shall be kept in a suspended file cabinet. It is the responsibility of the Music Team to return them to the file after use, ready for the next Team.

**Forms** are available for new applicants on the Church Office, asking for contact details and levels of experience in singing or playing instruments. New musicians, depending on their level of skill will, initially, be put alongside an experienced player, to assess their competence after which they may be allocated to another Music Team.