



STANDARD OPERATING PROCEDURE

ECHO MINISTRY – BAND MEMBERS

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MISSION:

The mission of Echo is to amplify the love and power of God through music and song.

PURPOSE OF DOCUMENT:

The purpose of this document is to outline the scheduling and activity requirements for ECHO band members.

SCOPE:

ECHO band members adhere to the procedures outlined in this document.

TIME AND LOCATIONS:

The Echo Music Ministry ministers every Sunday morning for Worship Experience and additional services as requested by leadership.

Musician rehearsals are held Tuesday evenings at 6pm. Sound checks for Sunday worship experience are at 6:30am. Sound checks and rehearsals for additional, special services (REVIVE, anniversary, NYE etc.) will be scheduled as needed.

RESOURCES

Resources needed: inner ear monitors for stage, Brook-branded materials as required for worship experiences, GroupMe app, Yamaha Monitor App, Planning Center and current email address for ECHO communications.

*ECHO YouTube link is updated weekly with required music: [\(23\) Echo Team - YouTube](#)
Dress calendar is provided at the beginning of each month.*



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SPECIFIC PROCEDURES:

Task	Step by Step Procedure
Sunday Morning	<ol style="list-style-type: none"> 1. Arrive by 6:30am for soundcheck with praise team. Musicians should arrive dressed according to the provided wardrobe calendar. 2. Instruments are previously sanitized by the Technical Director. If there is an instrument change between worship experiences, alcohol wipes will be provided the Technical Director to sanitize instruments. 3. Put on your inner ears, packs and go to stage for sound check. 4. Upon soundcheck ending, discuss any changes or adjustments. 5. Be on stage at 7:55am for prayer and start of service. 6. Exit stage at applicable time. Return to seat for the sermon and remainder of the service.
Tuesday	<ol style="list-style-type: none"> 1. Be on stage ready to play at 6:00pm with inner ear monitors and packs. 2. Begin rehearsal with Prayer. 3. Singers will join rehearsal after musical run through. 4. Close rehearsal with Prayer.
On-Site COVID Safety Protocols	<ol style="list-style-type: none"> 1. Upon arrival, complete the volunteer check-in for contact tracing. 2. DO NOT bring guests to on-site activities (i.e. rehearsals). Guests will be asked to remain outside the building or in vehicles. 3. Always wear a mask on the premises. (Unless on stage). If you don't have a mask, one will be provided for you. 4. Even while masked, cover your cough or sneeze into a tissue, elbow. 5. Use hand sanitizing stations and/or wash hands often. 6. Use provided alcohol or alcohol wipes to sanitize microphones, packs or inners. 7. Follow social distancing guidelines, maintaining a distance of six (6) feet whenever possible: <ul style="list-style-type: none"> o Stay in designated activity spaces set by your ministerial or event lead.



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	<ul style="list-style-type: none">○ Do not rearrange chairs or equipment meant to enforce social distancing protocols.8. Limit touching, hugging, handshaking, passing or handing off items unnecessarily etc.
<i>Post Event Activities - Duty to Self-Monitor and Report</i>	<ul style="list-style-type: none">• Volunteers should self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, dry, non-productive cough, loss of smell or taste, and shortness of breath) for ten (10) days after participating in or volunteering during on-campus activities at The Brook.• Volunteers should contact their Ministerial Lead or Event Lead <u>immediately</u> if they experience symptoms of COVID-19 or if they test positive for COVID-19 within ten (10) days after participating in or volunteering during on-campus activities at The Brook. Let your ministry know if you need assistance with testing.