



STANDARD OPERATING PROCEDURE

ECHO MINISTRY – PRAISE TEAM SINGERS

PAGE: 1 OF 3

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 praise team singers.

SCOPE:

ECHO praise team singers 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.

Vocal training are held once a month, the First Monday of the month. Full tech rehearsals are held Tuesday evenings at 7pm. Sound checks for Sunday worship experience are at 7am. Sound checks for additional, special services (REVIVE, anniversary, NYE etc.) will be scheduled as needed.

RESOURCES

Resources needed are: inner ear monitors for stage, Brook-branded materials as required for worship experiences, GroupMe app and current email address app for ECHO communication.

ECHO YouTube link is updated monthly with required music: [\(23\) Echo Team - YouTube](#)

Dress schedules are provided at the beginning of each month.



STANDARD OPERATING PROCEDURE

ECHO MINISTRY – PRAISE TEAM SINGERS

SPECIFIC PROCEDURES:

Task	Step by Step Procedure
Sunday Morning	<ol style="list-style-type: none"> 1. Arrive by 6:30 am for sound check with praise team. Singers should arrive having completed vocal warm-ups and dressed according to the provided schedule. 2. Microphones and packs are previously sanitized by the Technical Director. If there is a microphone change between worship experiences, take the microphone to the Technical Director to be sanitized. 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 755am for prayer and start of service. 6. Exit stage when lights go down and enjoy the rest of the service. Return to seat for the sermon and remainder of the service.
Monday	<ol style="list-style-type: none"> 1. Study to the music provided on the YouTube link ahead of vocal training and rehearsals. Singers are expected to come to vocal training and rehearsals knowing the music. Parts are refined in rehearsals. 2. Upon arrival singers will spread out to allow for social distancing and settle in for top of rehearsal. 3. Begin vocal training with Prayer. 4. Vocal training will include singing and movement so singers should come prepared to move around. 5. Close vocal training with Prayer.
Tuesday	<ol style="list-style-type: none"> 1. Upon arrival singers will put on inner ear monitors and go to the stage. 2. Begin rehearsal with Prayer. 3. Soundcheck will begin and singers will sing requested music to ensure the sound is adequate. 4. After soundcheck the team will sing music for the Worship Experience and include all of the technical parts. 5. Close rehearsal with Prayer.



STANDARD OPERATING PROCEDURE

ECHO MINISTRY – PRAISE TEAM SINGERS

<p><i>On-Site COVID Safety Protocols</i></p>	<ol style="list-style-type: none"> 1. Upon arrival, 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. o Do not rearrange chairs or equipment meant to enforce social distancing protocols. 8. Upon church reopening, use the bathrooms on the back hall when getting ready for worship to avoid congestion. 9. Limit touching, hugging, handshaking, passing or handing off items unnecessarily etc.
<p><i>Post Event Activities - Duty to Self-Monitor and Report</i></p>	<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 immediately if they experience symptoms of COVID-19 or if they test positive for COVID-19 within fourteen (14) days after participating in or volunteering during on-campus activities at The Brook. Let your ministry know if you need assistance with testing.