

# **LIFEPOINT CHURCH**

## **WORSHIP DREAM TEAM HANDBOOK**

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## **WELCOME**

Welcome to the Worship Team! We are so excited to have you on the team. It is the honor of our life to serve God, and our church, with YOU. Together, we will point our church to Jesus and see Him glorified above everything else.

## **ONBOARDING PROCESS**

### **JOIN THE TEAM**

Through this 60-minute experience you'll learn about how God has uniquely created you. As you dive into the details of your unique wiring, we hope to help connect you to a Dream Team opportunity that activates your God-given gifts through serving others. Attending Join the Team is a requirement to serve on the Worship Team, but it is not required for someone to start the Development process. Regardless of where you are in the process, work with your Worship Director to attend at your earliest convenience.

### **SUBMIT APPLICATION**

Submitting an application at [lifepoint.org/worship](http://lifepoint.org/worship) is the first step for someone interested in joining the Worship Team. Once this is completed, the Worship Director will reach out via text or phone call to schedule a pre-audition meeting.

### **PRE-AUDITION MEETING**

The purpose of the pre-audition meeting is to get to know the applicant (you) before your audition. The Worship Director will be provided with a list of questions to ask. This is a time for Campus Leaders to get to know you and ask anything from the submitted application that they would like to know more about. This meeting is conducted in person or on the phone.

### **IN PERSON AUDITION**

Once the pre-audition meeting is completed, the Worship Director will schedule the audition and send an email with the practice resources needed for the audition. The practice resources and documents will show exactly what is expected when you come to the audition.

## **DEVELOPMENT**

After you pass the audition, you will start the Development process. Development is designed to help you understand Lifepoint Worship culture, what we believe, how we prepare, and what is expected from you. Development will happen with the Worship Director and team at the campus that you desire to serve. Once you have hit all the required benchmarks [benchmarks are baseline expectations that you will need to successfully execute their position on the team], you will graduate onto the team. Development will be held weekly on Thursday nights.

## **ORIENTATION**

This is an opportunity to go over everything a team member needs to effectively operate within our team and best practices for your first Sunday serve. This will be done by each Worship Director at every campus and includes going over our onboarding documents.

## **ORGANIZATIONAL STRUCTURE**

The Worship Department is comprised of the following roles who come together in a collaborative way to help create weekend worship experiences that both churched and unchurched people love to attend.

### **DIRECTOR OF WORSHIP**

Our Director of Worship is ultimately responsible for oversight of all teams listed below, as well as establishing priorities and methods for the organization at large. He or she works in collaboration with departments and campuses to create a healthy worship culture that always points people to Jesus.

### **PROJECT MANAGER**

Our Project Manager oversees incoming requests, project timelines, cross-campus scheduling, and inter-departmental communication on behalf of the entire Worship Department.

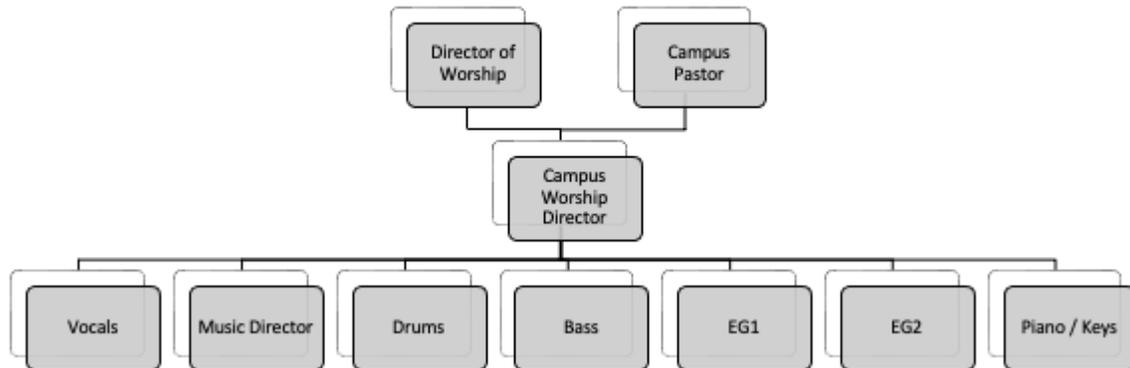
### **CAMPUS WORSHIP DIRECTOR**

Campus Worship Directors are responsible for the campus Worship Team. They are involved in all aspects of the worship team and the worship experience at the campus. This includes but is not limited to scheduling, communication, team health/care, and Development.

### **TEAM MEMBER**

A person who has discovered their purpose and is making a difference on the Worship Dream Team. Team members may serve on Sunday mornings, special events, and anything else requiring a worship team for Lifepoint Church.

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## OUR CULTURAL VALUES

These values define our college and church culture at large, embraced by both our staff and Dream Team.

### LOVE GOD

**Principle:** INTIMACY IS PRIORITY

#### **Description:**

- Our relationship with God is the most important thing about us.
- We abide in the Spirit to bear supernatural fruits.
- We commit to prioritizing and cultivating spiritual disciplines.

**Principle:** CHARACTER OVER TALENT

#### **Description:**

- Who we are is more important than what we can do.
- Our integrity is produced through our intimacy with Jesus.
- We give our all with pure motives.

**Principle:** CONFIDENT IN CALLING

#### **Description:**

- We are called by God to sacrificially love others.
- Our assignment will change, but our calling remains secure.
- Our confidence comes from God's love; we have nothing to prove.

## **LOVE PEOPLE**

**Principle:** CHOOSE HONOR

**Description:**

- We perceive everyone as treasured by God.
- We honor ourselves, our peers, our leaders, and those we serve.
- We look to give honor away rather than receive it.

**Principle:** LIVE GENEROUSLY

**Description:**

- Freely we have been given, and so freely we give.
- We live open-handed with our resources: time, energy, talent, and finances.
- We live open-hearted with our love: people are the point.

**Principle:** DEVELOP LEADERS

**Description:**

- We are developers, not doers: we bring people along.
- We look for potential, create opportunities, and empower purposes.
- We measure success by the value we add to others, not the value we get.

## **BE LIFE-GIVING**

**Principle:** MY SPIRIT, MY CHOICE

**Description:**

- Choices lead, feelings follow: we choose joy.
- We are the thermostat, not the thermometer.
- We do hard work with light hearts.

**Principle:** CELEBRATE INTENTIONALLY

**Description:**

- We praise each other's efforts and success.

- We party on purpose (and as often as possible).
- We express gratitude freely.

**Principle: BE RESILIENT**

**Description:**

- We recognize that spiritual warfare requires endurance.
- We take things to heart, but not personally.
- We expect challenges, embrace change, and remain flexible.

## **PURSUE EXCELLENCE**

**Principle: STAY SHARP**

**Description:**

- We develop our anointing through spiritual disciplines.
- We are committed to and hungry for growth.
- We take personal ownership of our development.

**Principle: WE ARE OWNERS, NOT RENTERS**

**Description:**

- We edify the Church and are committed to its advancement.
- We are sons/daughters: we have trust and permission.
- This is our house, our legacy: we care for every part.

**Principle: ONE TEAM, ONE FIGHT**

**Description:**

- We choose collective purposes over personal preference.
- We pursue accountability and feedback in order to grow.
- We are interdependent: collaboration is key.

## **OUR LEADERSHIP COMPETENCIES**

Cast Vision

- Communicate the mission
- Connect people to it
- Inspire them to join

### Communicate Clearly, Often, and Honestly

- Create clear expectations
- Provide consistent feedback
- Tell the whole truth (give your last 5%)

### Create Opportunity

- Bring others with you
- Look for potential
- Empower people

### Cultivate an Environment of “We”

- Be loyal to the team
- Embrace collaboration
- Love sacrificially

### Convey an Attitude of Hunger

- Always be evolving
- Pursue innovation
- Ask insatiable questions

## **EXPECTATIONS**

### **WORSHIP TEAM MEMBERS**

We recommend that you start by serving twice a month, but that is not a requirement. Your Worship Director will help to determine the best serving rotation for your unique role and availability.

You will be required to attend rehearsals for the weeks that you are serving.

You will be required to attend Join the Team as a part of the onboarding process

We require all team members to attend a Freedom Small Group and complete Freedom Conference within 12 months of completing the development process. We believe Freedom to be the secret sauce of the worship ministry and prioritize the life change that can take place in small groups and through this specific curriculum.

You are expected to have regular communication with your leader regarding your serving availability and your calendar needs.

We value God’s Word. We hold an expectation that all Dream Team would “serve one, attend one”. Whether you have one service or four, let’s prioritize getting in the room for the message at least once throughout the day.

What we are a part of is bigger than just the part that we play. We not only serve our church on Sunday, but we are also a part of our church. We strongly encourage you to attend all team gatherings and church initiatives.

Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.

You will also have a one-to-one check-in meeting with your leader at an interval you establish with your leader. This time allows you to communicate with your leader and develop personally and in your role. Please think about where you desire to grow, come to the meeting with questions, and share what you are doing with the feedback you have received. You will be given various opportunities throughout the year for ongoing training.

Remember that we all have a sphere of influence and play a part in helping others take their next step. So, while we are serving and fulfilling a role, we should always bring someone along with us to join the team. If each person constantly has eyes to see people join them on the Dream Team, we will be in a consistent motion of recruiting new people. Depending on your role, you may be asked to sign an honor code.

### **Worship Dream Team Leader Roles**

**Coach:** The Coach stewards the vision and equips teams through the onboarding process, serving as a direct connection to the Coordinator and Worship Directors. They maintain communication, provide care, offer prayer, and support leaders in advising and caring for their teams. As stewards of their area, Coaches embody Lifepoint's values and champion its culture. They foster an atmosphere where leaders feel supported; teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The Coach reports to their Coordinator.

Roles of a Coach: (this is a leadership role on the campus team or within the Development Process)

- Develop, disciple, resource, care for, and train worship team members
- Filter and share all important information to team members
- Assist Coordinators in identifying NEW leaders/team members
- Consistent weekly communication with team members through the Development Process or active teams
- Frequently communicate with appropriate Worship Directors on the progress of new team members that are part of their campus
- This is a 3–4-hour weekly commitment including Thursday night Development, any 1-1s that may be needed (monthly is recommended minimum), scheduling your position and time spent in communication with your team/team members

**Coordinator:** The coordinator stewards the vision and equips Coaches, serving as a direct connection to the Coach and Worship Director. They maintain communication, provide care, offer prayer, and support Coaches in advising and caring for their teams. As stewards of their area, Coordinators

embody Lifepoint's values and champion its culture. They foster an atmosphere where Coaches feel supported; teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The coordinator reports to their Worship Director.

Roles of a Coordinator: (this is a leadership role that assist on either the Campus Team or for the Worship Department)

- Develop, disciple, care for, and train Coaches
- Filter and share all important information to Coaches
- Assist Worship Director in identifying NEW Coaches
- Consistent weekly communication with Coaches
- Support Coach or Dream Team member as needed
- Ensure the resourcing of team members and coaches for any scheduled events
- Monthly 1-1's with your Worship Director
- Biweekly 1-1's with your coaches
- Frequent information share with your Worship Director on the condition of your coaches and team
- This is a 3–5-hour weekly commitment to accomplish 1-1's, care calls and any meetings necessary to fulfill your role

**Worship Director (Staff):** The Worship Director stewards the vision and equips Coordinators, serving as a direct connection to the Campus Team and the Department/Director of Worship. They maintain communication, provide care, offer prayer, and support Coordinator in advising and caring for their teams. As stewards of their area, Worship Directors embody Lifepoint's values and champion its culture. They foster an atmosphere where the whole team feels supported; teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The Worship Director reports to the Campus Pastor and Director.

**WL1: (Staff or DT who can lead the day)**

- Is responsible for overall experience of that service as it pertains to worship.
- Responsible for accommodating an environment of worship and collaboration with the entire team present.
- Responsible for accommodating any flow moments with the Worship Team, CP, Campus Host or Broadcast Location. Has the authority to lead the platform, second to the CP or Broadcast Communicator for that day.
- Responsible for all communication on slack. This relates to any change in the day so that all campuses are in the know.
- Responsible for filling out the feedback form.
- Leads Thursday rehearsal.

### **WL2: (scheduled position)**

Is prepped and ready to lead any song assigned

Responsible for the transitions starting and ending assigned songs

Assist in the collaboration of the day with WL1 & MD

Has authority to lead the songs that they are scheduled for. This can be overridden by WL1 or Pastor/CP

- Responsible for any communication necessary for lyrics CG operator - corrected lyrics, spelling, flow ideas that weren't programmed.
- Involved in giving feedback for the day with WL1
- Assures that vocals are singing parts assigned and helping through any changes if Vocal leader is not present
- Engaged in team communication on slack

### **WL3: (scheduled position)**

- Is prepped and ready to lead song or tags assigned
- Observe the relationship between WL1, WL2, & MD with the rest of the team as it pertains to collaboration
- Observe and ask questions about the skills necessary to lead flow moments
- Observe WL1 & 2 in handling transitions in and out of songs/moments
- Accommodate an atmosphere of fun with an inclusive posture, great attitude and open mindset
- Involved in giving feedback for the day with WL1
- Takes ownership over the appearances and set up of the platform ensuring that it service ready

### **MD: (scheduled position)**

- A scheduled position to serve the function of leading the band through the Sunday they are assigned to
- Should connect with WL1 at least 2 days before Thursday rehearsals to talk through programming and come prepared for rehearsal and Sunday with a comprehensive understanding of the plan for that week.
- Responsible for leading the chord progressions through the welcome and next steps portion of service

### **Vocal Lead: (Campus Leadership Role)**

- Oversee the development plan for each vocalist on Campus from “Development” to “Active Team”
- Interviews prospective vocalists through their audition process
- Ensures vocalists are resourced for Sundays.
- Assigns vocal parts to vocalists from week to week.

### **Band Lead: (Campus Leadership Role)**

- Oversee the development plan for Band member on Campus for “Development” of “Active Team”
- Interviews prospective band members through their audition process.
- Ensures that Bands are resourced for Sundays.

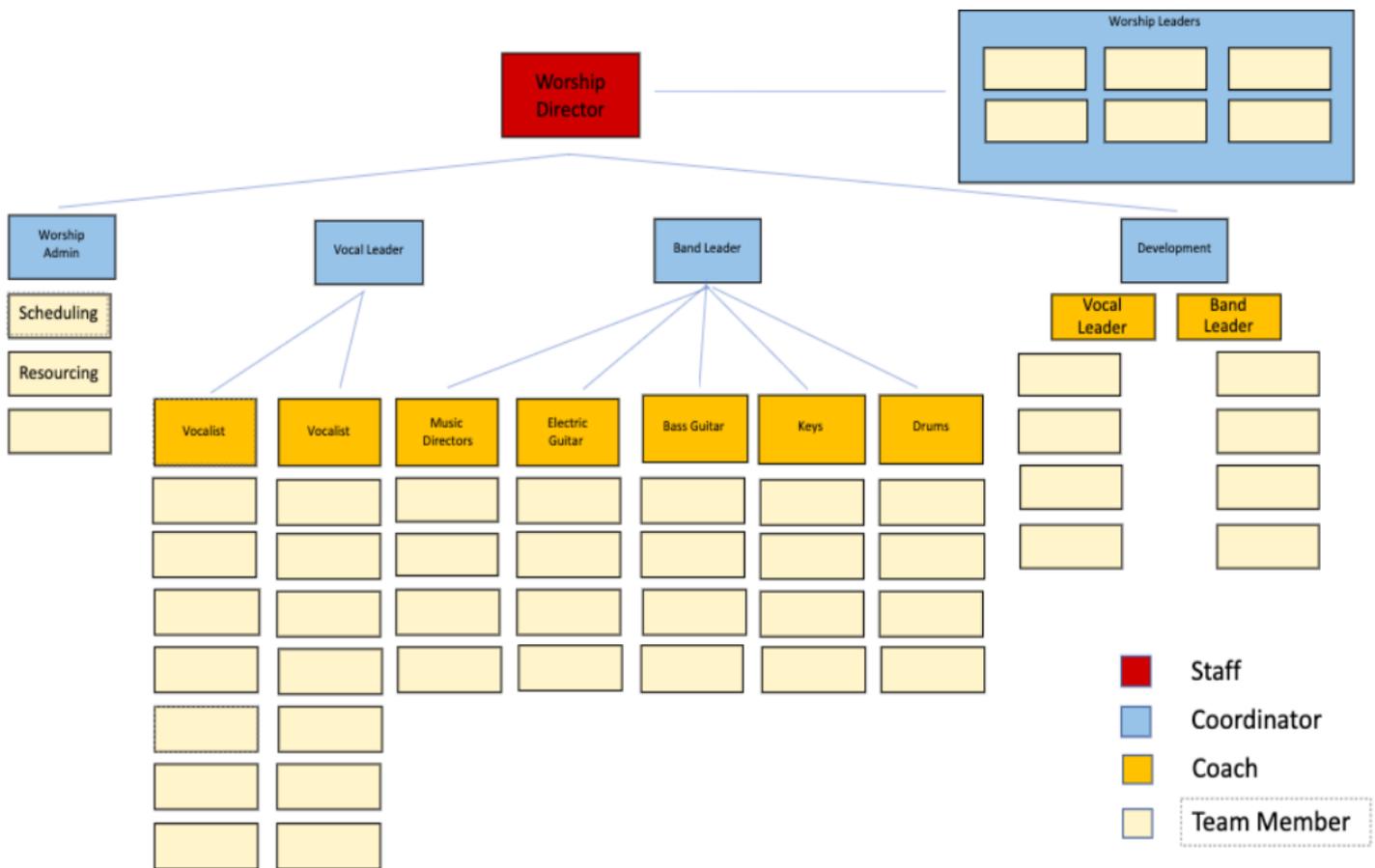
### **Other duties to be assigned:**

- Responsible for the setup of Ableton.
- Represents worship in any preservice meeting.
- Involved in lobby environments and recruiting opportunity (Join the Team, Baptisms, etc.)
- Has shown the ability to coach/lead both vocal team and band
- Assigns keys and WLs to songs for the week assigned
- Admin - schedule teams and updates resource folders

### **WEEKLY & MONTHLY RHTHYMS**

- Weekly Rehearsals
- Sunday Morning Services
- Worship Team Gatherings
- Campus Specific Events
- Global Dream Team Trainings

# WORSHIP TEAM CAMPUS ORGANIZATIONAL CHART



## **RESOURCES, POLICIES, AND PROCEDURES**

Below is a list of the programs we use and their purpose:

### **SLACK**

This app is used for all Department and Campus-wide communication.

- Rehearsal details/cancelations - we will share details, cancellations, etc.
- Campus Info (Monthly): what is happening in the life of the church, upcoming events, need-to-knows
- Assessing availability for any Global events (who can serve for Flavor, 12 Days of Praise, Night of Worship, etc.)
- Prayer Requests

### **WHAT YOU CAN EXPECT**

Rehearsal Information/Reminders: details, cancellations, etc.

Campus Info (Monthly): what is happening in the life of the church, upcoming events, need-to-knows

Team Prayer Requests

### **PLANNING CENTER**

Every team member will receive an invitation at the beginning of their development process to create a Planning Center account.

#### **Monthly Serving Schedule:**

Team Members will receive invites to serve on their worship teams no less than a month in advance.

Team Members have the ability to accept or decline each request and block out days that they are unavailable.

Schedulers will send out a reminder in Slack each month. The expectation is that the team member would block out dates a month in advance, before schedules are sent out.

#### **Weekly Sunday Information:**

Songs, keys, vocal parts, and leaders can be found in the Practice Resource Folder.

Resources can be found on Monday of the week that Team Members will be serving.

A lyric sheet, song map, chord chart, vocal parts, band resources, and original reference will be provided for each song.

## **MULTITRACKS**

Each team member will receive an invitation to create a Multitracks account. This account will link with their Planning Center account and give them access to practice resources.

## **SAFETY POLICIES & PROCEDURES**

### **Working with Dream Team Members/Students Under 18 Years of Age**

The following is standard information that pertains to all Dream Teams at Lifepoint Church.

Lifepoint Church has a policy of mandatory reporting. If a Dream Team member has reason to suspect that a child is abused or neglected, the matter must immediately be reported to a staff member by phone or in person. The *Guide for Suspected Child Abuse* has more information regarding this policy.

While working with young people, at times you may become aware or suspect that a student is harming/has desire to harm himself/herself or others. In these situations, speak with a staff member immediately so that assistance can be provided before the student leaves. Avoid promising a student that what they share with you is confidential or secret because at times you may need to share the information with someone who can help them. It is very important to report any suspicions (potential or proven) and allow staff to evaluate the situation.

All Dream Team members must ensure that communication and interactions (in person, via calls/texts, social media interaction, etc.) with students are not hidden/out of view from others, especially during one-on-one conversations. Physical contact should always be publicly appropriate and contextually suitable (example, high fives, side hugs), and never in a manner that could be interpreted as inappropriate or intimate. Parents must always approve of any mentoring or discipling relationships with students.

## **THANK YOU**

Thank you for joining the Worship Team! If you have any questions, comments, or concerns, please feel free to reach out to your Worship Director or Campus Pastor.