

LANDMARK WORSHIP

HANDBOOK
2024

Landmark Worship Team Handbook 2024

We Appreciate Your Interest In Our Ministry

We are so thankful you have shown interest in becoming a part of the Landmark Worship Ministry. We believe worship is one of the primary responsibilities of those who belong to Christ. Therefore, we treat God's requirement to worship Him as a priority in our lives and lifestyles.

Why Worship Ministry?

Before you go any further...take time to think through the question "why do I want to be a part of a worship ministry?" The Worship Ministry leadership is very grateful that you want to be a part of the team, but why do you want to do it? We believe that the basis for involvement should begin with a sense of God's **calling**. Being able to sing or play an instrument does not equal a calling on your life. There are many members of the Landmark Church who are gifted musicians, but they don't feel a calling to be a part of a worship ministry. If your motivation is impure (want to perform, want to be seen, want to be known) God will bring it to ruin. Our motivation to lead worship must be pure. It's important to understand that this is a WE ministry, not a ME ministry. Each participant plays an important and unique role.

So, do you believe that at this point in your life God has **called** you to lead others in worship through your involvement in the Worship Ministry? Do you feel called by God to serve in this unique way? Once that question is addressed your spiritual giftedness, natural talents, and developed abilities will help clarify your role in the Worship Ministry.

Purpose of the Worship Ministry

The main purpose of any worship ministry is to honor God with their gifts by ***creating a space in which people can experience an encounter with God.***

Ministry should not be a responsibility that is taken lightly, nor with mediocrity. We want to bring God the very best we have, and have excellence as a high priority. In the context of a worship ministry, excellence would include all of the talents and skills He has blessed us with, time devoted to practice and rehearsal, and leading worship gatherings with a genuine heart to glorify God.

Worship Philosophy

Worship is a way of life. However, our purpose as a worship ministry, in the wide spectrum of community worship gatherings, is to honor God, set the tone for worship, and *create a space in which people can experience an encounter with God*. As a member of this ministry it is important to see yourself as a **lead worshipper**. You lead the way for people to enter into the presence of the Almighty. What you do as a part of this team is vital, valuable, and has eternal implications, no matter the role you play. Our worship offered as a worship ministry is not just during worship gatherings. The very acts of submitting our talents to God, serving others in worship, and practicing at home are worship.

What Worship Opportunities Exist?

Worship Team Vocalist & Instrumentalist

Landmark is a both/and church, meaning, we do BOTH acappella worship gatherings AND instrumental worship gatherings. The Worship Ministry facilitates worship at both each week using a worship team comprised of vocalist at our acappella service, and a worship band comprised of vocalist and instrumentalist at our instrumental service. The Worship Ministry musicians use their talents to lead others and create a space for encountering God. Various team lineups will lead worship based upon the monthly schedule in Planning Center. There will be mid-week rehearsals, as well as, a Sunday morning soundcheck/warm-up/rehearsal.

Special/Presentation Music

Periodically, we will have a song presented in a service by a small or large group of vocalist, and/or vocalist and instrumentalist. These musicians are handpicked based on the needs of the song/arrangement, blending of voices, ability to memorize music quickly, availability for additional rehearsals, and availability to play or sing at the services on the date of the presentation.

Because of our audition process, we believe everyone is a talented musician. Selecting the musicians for these special songs is never meant to exclude anyone or hurt feelings. However, the needs of the song and occasion will always take precedence when selecting musicians for these pieces.

Special Events

Some special events will be planned and provide opportunity for everyone to participate in a choir made up of the full worship ministry vocalist. These may include Christmas or Easter gatherings, Night of Worship with area churches and their worship teams, and service opportunities to sing for various audiences. (Nursing home, children's home, etc...)

Funerals & Guest Worship Leading

From time to time the worship ministry is called upon to provide musicians for funerals. There have also been times when area churches or schools have requested singers for inservice days, chapel programs or other events. These usually occur on weekdays. The first to be contacted will be those who have flexible schedules and can take time from work to participate. If you are willing and able, please let us know so we can add you to a list of possible singers for such times.

How Do I Join the Worship Ministry?

Worship Team Handbook

This handbook provides you with *qualifications* with which to examine yourself, give a basic preview of *how we approach worship*, and provides you with the *procedures we follow* as we strive for order and excellence in serving and worshipping the Lord. In order to move forward in becoming a part of the worship ministry it is very important to read and understand the expectations of this ministry. Being an active part of this ministry is incredibly rewarding, but the volunteer hours add up quickly, so make sure you are ready to fully commit before auditioning.

Audition

People get nervous when they audition/tryout for anything, and it seems especially that way when it comes to musical auditions. To help with this, we want to let you know exactly what to expect when you come for the audition.

You can expect several people to be present for the audition. This group will consist of the people from the Worship Ministry Leadership, as well as, the Worship Minister, Jeremy Swindle. This group will collaborate to provide evaluations of the musician auditioning. Please know that decisions are made by this group and not one individual. All in all, you can expect anywhere from six to eight persons at the audition.

Here's What Your Audition Process Will Look Like

ACAPPELLA...Vocalist:

Stage 1 - Video Audition

- The first stage of auditions is to submit a video recording of yourself.
- See the "Worship Team Audition" section on our website for information about songs to choose from for the video portion of the audition.

Stage 2 - Live Audition

- Live Auditions will be invitation only.
- We will email those who we would like to see audition live.
- Live auditions are typically held on Wednesday evenings.

What to Expect at the Live Audition:

- *Singing & Blending:* Once you have passed Stage 1 of the audition process you will be given three songs (sheet music and MP3) to learn for Stage 2. Please know each song by the time of your audition. Once the audition begins you will be asked to choose one song to sing, and the audition team will choose another for you to sing. **Study** and **know** the music, listen to the MP3, and be ready to sing your part (soprano, alto, tenor, bass). We emphasize "study and know" because that is an incredibly important part to the audition process. Your preparedness for the audition will tell us a lot about your future preparedness habits. You will not have to sing all by yourself...other worship team members will sing the other parts along with you, however, you will have to SING YOUR PART ALL BY YOURSELF...so be ready. You will not have an opportunity to practice this at the beginning of your audition, so come ready to sing these songs. We want to see how you carry your voice part by yourself, and how well you blend with the other singers.
- *Memorizing Your Part:* This is not required, but it is very helpful. Our worship team leads from the stage on Sunday, and in order to be on stage you must memorize your music. Showing us that you have the ability, and willingness, to memorize your music goes a long way. Again, this is NOT REQUIRED and will not count against you if you need to use your music.

- *Solos & Descants*: Some songs require solos or descants. The audition team may ask you to sing a portion of the song by yourself to hear how you would do with solos or descants.
- *Getting to Know You*: Before you leave, we would like to talk with you for a few minutes and get to know you better. Be ready to share with us why you'd like to be a part of the Worship Ministry Team.

INSTRUMENTAL...Instrumentalist or Vocalist:

Stage 1 - Video Audition

- The first stage of auditions is to submit a video recording of yourself.
- See the "Worship Team Audition" section on our website for information about songs to choose from for the video portion of the audition.

Video Requirements:

- Please start your video by telling us how long you've led/been a part of a worship ministry.
- Videos should be uploaded to Dropbox and sent to vocal_guy2@yahoo.com.
- Videos from live worship are also acceptable if you are clearly heard and seen.

Stage 2 - Live Audition

- Live Auditions will be invitation only.
- We will email those who we would like to see audition live.
- Live auditions are typically held on Wednesday evenings.

Requirements for Both Acappella & Instrumental Participation:

- Must attend Landmark Church for a minimum of six months prior to serving.
- Must already be or be willing to become a member of Landmark Church.
- Instrumental only: Must be able to play to a click track (metronome).
- Instrumental only: If you are auditioning for keys you must be familiar with MIDI and software-based synths.

What Are We Looking For In The Audition

The Landmark Worship Ministry is a major component of the worship gathering at Landmark each week. As the team models and sets the tone for worship, it is highly important for the team to be solid each week. We are not only "worship leaders", but "lead worshippers". We set the overall tone for worship, therefore, the musicality has to

be at the highest level possible, as well as, the way we engage the people from the stage.

Auditions are a great way for us to 1) Determine whether your voice blends with the other voices you are singing with. We are looking for singers who do not overpower the other voices, but rather, blends with the voices. 2) Determine whether you can maintain your pitch and carry your part. This is a critical factor. If your pitch waivers, or you are unable to carry the part on your own, this ministry is not for you. 3) Determine how competent you are on your instrument, and whether you can play with the other instrumentalist in the band. 4) Determine whether you have a heart for worship and understand the purpose and goal of this ministry, as well as, the level of work this ministry requires.

Auditions are open to all college students and/or high school students in their junior (age 17 or older) or senior year. Because we insist on students being in environments of spiritual growth, high school students must receive a letter of recommendation from our youth ministry staff, confirming their involvement in other areas of ministry, so their participation with the worship ministry will not be a distraction or pull them away from vital relationships for their life stage. High school students must also receive permission from their parents, understanding the commitment to this ministry.

Introductory Participation & Hands-on Training

Once you have completed the above-mentioned steps, you will be eligible to begin your initial participation, known as the *Developmental Period*.

Developmental Periods are usually a minimum of three to six weeks, but could last longer. During this time, musicians will attend rehearsals but not serve on the worship team/band at weekly Sunday gatherings.

This will provide you with the opportunity to observe the way rehearsals are conducted, how much time and commitment is required, and get to know other members of the worship ministry. This also gives you a chance to become more familiar with learning music and to practice blending with your vocal part, or learn to play various songs using a click track.

After such time it will be up to the discretion of the *Worship Minister* to when individuals will begin to participate during gatherings. Once your *Developmental Period*

is over, you will be placed on a regular *Rotation Schedule*. We have two worship gatherings on Sunday, at 8:30 (acappella) & 11:00 (instrumental). In the acappella service we will have anywhere between 8 to 12 vocalist (2-3 per part). Eight vocalist will be on stage and the others will be seated on the front row (if we use more than 8 singers). We want your experience to be as stress free as possible, so enjoy the learning process.

Appropriate Musical or Technical Ability and Fit

As a Worship Ministry instrumentalist, vocalist, artist, or technician, you need to be skilled and talented enough to follow along at the level of the other participants. In addition, you must be a good fit in style, blend, personality, and skills. While you can review the personal evaluation forms at the back of this handbook, here are some general guidelines:

Musicians need to be able to:

- Perform well with others.
- Learn new music quickly and according to the arrangement so we are all singing & playing the same arrangement.
- Demonstrate suitable style, range, blend, and accurate pitch.
- Be able to carry the vocal part that you are singing by yourself.
- Be able to play/sing using a click track in your ear.

Worship Ministry Leadership

To familiarize you with the Worship Ministry, we have listed some other important details and processes. *These details are subject to change.*

Worship Ministry Leaders:

Worship Minister - Jeremy Swindle...the Big Kahuna, head honcho, the boss :)))

Music Director/Band Leader - Stephen Frisby (Guitarist & Planning Center scheduler for instrumental)

Ministry Leaders (acappella) - Eric Gwin (Deacon), Ken Burton, Jessica Swindle, and Tricia Brooks (Planning Center scheduler for acappella)

Ministry Leaders (instrumental) - Stephen Frisby (Deacon) and Bobby Rives (Deacon)

Section Leaders (acappella): Jessica Swindle/Heather Holladay (soprano), Tricia Brooks/Ginger Burton (alto), Eric Gwin/Joseph Fureigh (tenors), Ken Burton/Zane Kirkland (bass)

Worship Team Rotation Schedules

In order to give all Worship Ministry participants the opportunity to share and lead, a rotation of musicians is the norm. Teams will be scheduled according to availability of musicians each week. It is the responsibility of each musician to use our online scheduling app, Planning Center Online, to block dates when you are unavailable. It is asked that you communicate if you are out of town, serving another ministry, etc. If an emergency sub is needed, we need to know if you could serve in an emergency.

While we want to honor everyone's wishes to sing/play at preferred times, there is also a need for everyone to chip in when needs arise. Please be aware you may be asked to sing/play at times that are not your first choice.

Acappella Participants - The first Wednesday night of each month is a "New Music Rehearsal". At this rehearsal we work on one or two new songs that we will introduce in the coming weeks and months. Everyone is expected to attend this rehearsal. The other Wednesday nights are for "Sunday Singers". If you are not scheduled you do not have to attend this rehearsal. However, I always welcome people who want to attend rehearsal to grow, get better, and have community. At this rehearsal we will work on the songs we are leading at the upcoming Sunday gathering, and touch on new music if we have time. While you don't have to attend rehearsal each and every week, it is highly encouraged and expected for each singer to practice at home on a regular basis. You cannot grow as a musician, and be familiar with the music catalog if you only sing when you are scheduled. All singers should be singing every day, even if it's just a short warm up.

Instrumental Participants - You are only expected at the Wednesday night rehearsal when you are scheduled for the upcoming Sunday gathering. However, everyone is expected to practice at home on a regular basis. You cannot grow as a musician, and be familiar with the music catalog if you only play when you are scheduled. Furthermore, you will gradually fall behind in the music we introduce on a monthly basis if you do not work on the music from home. Every 6-8 weeks there will be developmental rehearsals that everyone will be expected to attend. In these rehearsals we will work on fundamentals needed for proficiency on your instrument, and work on new music that will be introduced at a later date.

Worship Ministry Expectations

Personal Worship & Quiet Time - We expect team members to have a personal relationship with Jesus Christ that is consistent with what we model as leaders. Spending time in Bible study, prayer, and fellowship with other believers is critical for spiritual growth. We seek to model the life of a growing believer for those we help lead in worship. For many people we are the face for Landmark because of the role we play as worship leaders. Living lives that honor and reflect Jesus is very important. This is a “pouring out” type of ministry which means we can all become empty quickly if we are not actively refilling ourselves spiritually. Our job is to proclaim a message of hope to people, help them enter into the presence of the Lord, and create a space where they can experience Christ in a new way. We can’t give people what we don’t have, or take them to a place we haven’t gone. So creating space for the Lord in your own life is critical.

Personal Practice - As stated above, team members are expected to commit time to individual practice to prepare for group rehearsals and worship gatherings, recognizing that this worship ministry requires a large time commitment from everyone. For band members, please arrive at the Wednesday night rehearsal with having spent some time working on the songs that are scheduled for the upcoming Sunday. Please do not show up having not looked at, or worked on, the scheduled songs.

Worship Rehearsal & Communication - Worship Ministry members are asked to be faithful and punctual in their attendance of rehearsals, worship gatherings, and other events for which they are scheduled. If you are unable to make a rehearsal due to sickness, work, or family issues, please inform Jeremy Swindle as soon as possible. If you are unable to sing/play on a Sunday you are scheduled, please **DO NOT** find your own replacement. Contact Jeremy Swindle and Tricia Brooks (acappella) or Jeremy Swindle and Stephen Frisby (instrumental) and they will find the replacement. Additionally, ***you may be replaced by a substitute in the Sunday gathering if you cannot make the mid-week rehearsal prior to your singing/playing.*** This decision will be based on familiarity of songs, music proficiency, experience with the ministry, and not as a punishment...please do not be offended if you are replaced.

Worship Ministry Resources

Planning Center Online - Planning Center is a great resource for our ministry. Through this web-based app we plan all worship gatherings, schedule vocalist/instrumentalist for a worship gathering, and house all of the song resources such as MP3s, PDFs, and click tracks for instrumental songs. Vocalist and instrumentalist are highly encouraged to get into planning center to practice their own.

Multitracks - The worship band plays using click tracks. Click tracks consist of a metronome (click) that sets the tempo of the song and helps keep the band together from a tempo perspective. The click track also has “vocal prompts” letting each musician know when a verse or chorus is about to happen within the song. It is extremely helpful in keeping us on the same page, but musicians **MUST** rehearse with them on their own time otherwise you may have issues playing along with the band. Click tracks also contain various instrumental parts that we are not able to recreate live, and pads which are a type of subtle synthesizer sound that make a significant impact in setting the tone and atmosphere of worship. It fills out the sound.

We get all of our click tracks through a web-based resource center called Multitracks. Multitracks has been a game changer for the worship band. Through Multitracks we have been able to provide our instrumentalist and vocalist with key resources in order to practice from home so everyone can be prepared for Wednesday band rehearsals, and be even more prepared on Sunday morning. Players and singers can rehearse with the actual click tracks they will be using during Sunday morning worship. Band participants are given access to Multitracks and can access its resources through multitracks.com or Planning Center (all multitrack resources are linked in Planning Center). Vocalist and instrumentalists are able to play and sing along with isolated tracks of their parts to really unpack what each part is doing within the song.

Rehearsal Times

Currently, Wednesday rehearsals for the acappella team are conducted in Room 115 (downstairs in the main building) from 5:45-6:45. Rehearsals for the band are conducted in the Worship Center from 6:30-8:30. Instrumentalist will begin at 6:30 for an in-ear check and to work on songs before vocalist join at 6:45 or 7:00.

Sunday Morning Rehearsal/Soundcheck & Warm-up is at 7:30 in the Worship Center for the scheduled acappella team, and 10:00 for the scheduled band in the Worship Center.

Band participants are asked to be in the lobby of the Worship Center on Sunday by 9:35 to be ready to enter the Worship Center for stage change (bringing out drums and keys) and preparation for the instrumental service. The stage setup after first service is an “all hands on deck” setup. Everyone needs to be there to help because we have roughly 15 minutes to setup before the 10:00am soundcheck.

Sunday Morning Meeting for Communion and Soundcheck

On Sunday mornings, the scheduled team will spend time rehearsing, warming up, and soundcheck for worship. After warm-ups and soundcheck, the team will spend time in communion and reflection in final preparations for the morning. This backstage pre-meet takes place 15 minutes prior to worship beginning.

Worship Ministry Events

In addition to our weekly rehearsals, there are a few other events that we do. The Worship Ministry retreat usually takes place the last weekend of January. Worship Ministry members are expected to attend this retreat as we will spend time learning new music for the upcoming year, and focus our hearts on worship and growing closer as a team. This retreat serves as a catalyst for our team to continue developing skills that are vital for successful leadership. We also have a Christmas party in early December and a summer cookout.

Dress Code

As mentioned before, this is a leadership ministry and we are all leaders – we have an example to set. Our dress code is casual, but *modest and presentable*. For instance, men should avoid wearing clothes that are excessively worn. Women should avoid wearing revealing clothing such as low cut blouses, short skirts, or tight dresses and pants. We do not want our clothing to get in the way, be a distraction while leading worship, or draw attention to ourselves. This is also true of being “overly-dressed”. We want the Landmark experience to be one that is inviting.

Overall, remember this tip when making decisions on your clothing, “*if you are UNSURE if it is acceptable, you probably shouldn’t wear it.*” Also be mindful that our *Sunday Best* could cause others to view the ministry of our church as being unwelcoming toward those that look different, or don’t meet our expensive dress code; we always want to present a ministry that comes across as being welcoming, inviting, and approachable by

those feeling called to ministry within our church family, as well as, first-time worshippers.

On a side note (mostly for the ladies): Please remember that you will be using wireless in-ear monitors and will need a place to attach the wireless body-pack. Belts, pockets, and the top of your pants are the best places to attach the body-pack.

Examples of Clothing That Is Acceptable:

- ✓ Longer dresses
- ✓ Pants
- ✓ Khakis or Slacks
- ✓ Modest Skirts
- ✓ Nice Colored or Denim Jeans
- ✓ Knit, button-up, or polo shirts
- ✓ Sweaters
- ✓ Nice T-shirts without Logos/Writing (Christian logos are permitted)
- ✓ Designer hats such as: Fedora, flat cap, newsboy cap

Examples of Clothing That Is Not Acceptable:

- Tank, Tube, or Halter Tops & other Strapless Shirts
- Onesie shirts (unless you have a jacket over it)
- Excessively Worn or Torn Clothing
- Exercise Pants or Sweats
- Exposed Belly Buttons or Midriffs Shorts (Including Walking Shorts)
- Excessively Short Skirts or Dresses with high slits up into the thigh area
- T-shirts with Logos/Writing
- Overly wrinkled clothing
- Overly tight clothing
- Baseball Caps...designer hats like fedora, flat cap, newsboy cap are acceptable

Proper Stage Techniques

We always want to remember that this is **worship**, and not a **performance**. However, **worship** should not come across as stale, boring, uninviting, un-attractive, tired, and meaningless. Therefore, we should always work toward being professional by looking and sounding the best we possibly can. We strive to be ENGAGING worship leaders and not cold and uninviting from the stage. The way we lead the people will determine their response. If we look tired, bored, uninviting, unengaging...the people will look the same.

Here are a few tips for worship leading:

1. While on stage it is important to worship the way you normally would worship, but maybe with a little more energy ;))) *Be yourself. Be comfortable. Enjoy.* However, we are all expected to be engaging and inviting as we lead.
2. If you are not currently comfortable being more charismatic (raising hands, being expressive, clapping, etc.) in your worship, work on it. Lifting hands, clapping, standing, falling on your knees are all expressions of worship that **God desires, and even expects**. We set the standard during worship. If we are not comfortable with engaging in worship in these ways, how can we expect the Landmark family to engage in these ways?
3. Work toward having a *heart posture* that engages and embraces God. If you focus on the words you are saying and the music you are making for God, your leadership will flow from your heart and draw people into the presence of God. The idea is to be *transparent* through our leading.
4. Engage. Look people in the eyes and help them worship. Smile at them.
5. If you are not comfortable with the music, you may not appear comfortable on stage. The goal each week is to know your music and be prepared before you get to the Sunday rehearsal/soundcheck. Even if you are using a chord chart, you should strive to be very comfortable with it as you play.
6. DO NOT COME UNPREPARED!! If you don't know your music on Sunday, and aren't prepared to lead, everyone notices, and Brother Swindle will have to talk to you about it...:))) Please don't make Brother Swindle talk to you about preparedness!

7. If you are an instrumentalist, we encourage you to be comfortable enough with the music and your instrument to sing along with the songs.

Landmark Worship Ministry Audition Information Sheet

(Please bring this to your audition)

Name _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Birthday _____

Describe your relationship with Christ and some of your spiritual experiences.

How long have you been a member of Landmark?

Are you currently involved in any other ministries at Landmark?

Will your schedule (in and out of church) allow you to regularly attend Wednesday night rehearsals on a regular basis? Yes / No

If "No", please explain.

If you know your vocal part, please check below. ☐Soprano ☐Alto ☐Tenor ☐Bass

What instrument(s) do you play?

How well do you read music? ☐Very Well ☐Pretty well ☐A little ☐Learn by ear only

Can you harmonize?

☐Yes ☐No ☐Somewhat

Do you have experience playing with a click track (metronome)?

As an instrumentalist, are you familiar with reading chord charts?

Please indicate your musical experience below by checking all that apply. ☐Soloist
☐College Musicals ☐College Choir ☐High School Musicals ☐High School Choir
☐Professional Directing ☐Ensembles ☐Worship band

Other _____

Why do you desire to serve in this ministry?

Parental Permission Slip for High School Students (Please bring this to your audition)

Name of Student _____

***I have read the Audition Information Packet and the Landmark Worship Team Handbook.
I understand the expectations of my son/daughter and I give them permission to audition
to be a part of the Worship Team at Landmark.***

Signed _____

Date _____