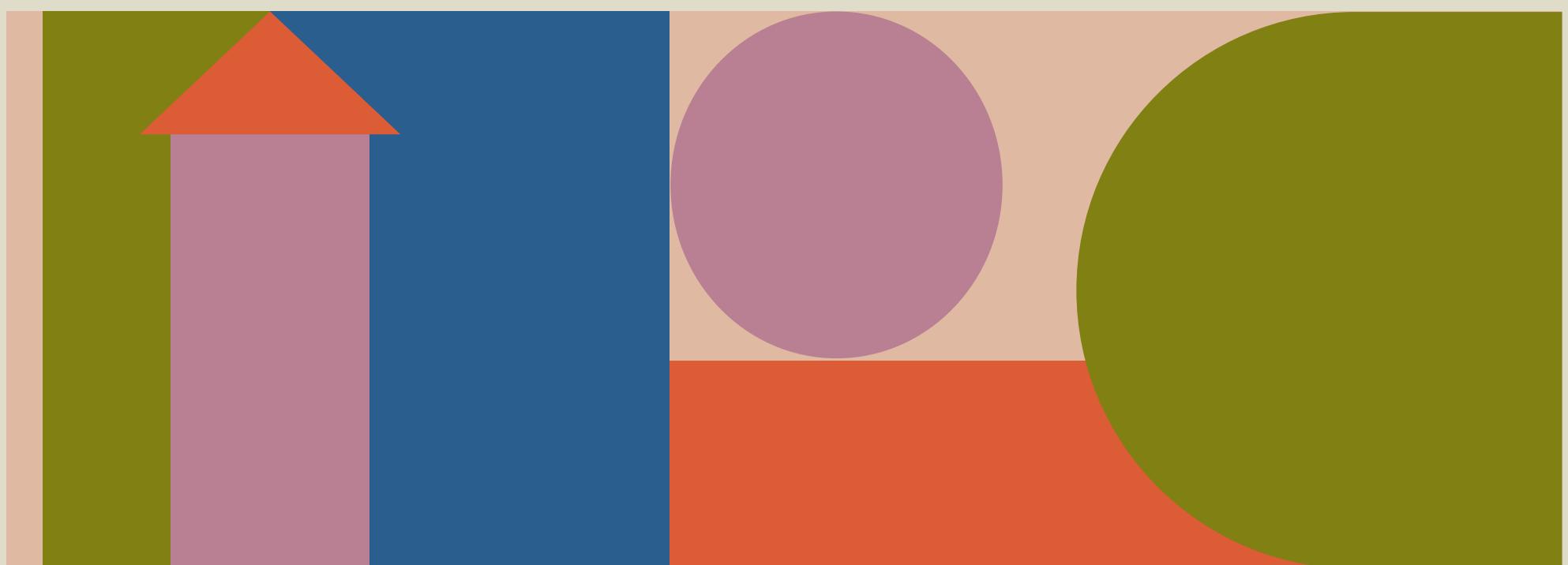


# Equip

## MANUAL



WORSHIP TEAM

Worship  
TEAM

# Section I

## KEYSTONE MISSION, VISION AND VALUES

## **Part One: Keystone Mission**

Jesus said, "...Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the days." (Matthew 28:19-20, NLT)

## **Part Two: Keystone Vision**

Leading everyone to experience a passionate life in Christ!

## **Part Three: Keystone Values**

Keystone's seven values describe WHO WE ARE and WHO WE STRIVE TO BE as a church. As we carry out the great mission and vision God has called us to, together we must create a culture that reflects the values God has made clear. With every touch, every conversation, every act of service, every move we make, we commit to carry out this great vision and these values as we love God and love others at Keystone Church.

### **I. Jesus Changes Lives**

Life change begins in a relationship with Jesus. We love seeing lives changed so much you might say we are addicted to life change! We are passionate! As a result, we steadfastly commit to help people encounter God, receive the gift of salvation and experience the purpose and freedom Jesus promises for those who put their trust in Him. (John 3:16)

### **2. The Bible Is our Truth**

The Bible is God's voice. In a world full of opinions, we choose to find our truth in God's Word, the Bible. We believe the Bible is the authoritative, supernatural revelation of God Himself and God's gift to guide those who love and seek Him. The Bible reveals God's design for His Creation and shows us the way to live life beyond what we could ask or imagine. (Psalm 119:11)

### **3. We Sing Loud**

Anytime we gather together, God gives us unforgettable experiences as we praise and worship Him. God created worship and praise as an opportunity to connect intimately with Him. We sing loud because of what God has done, what God is doing and what we believe God will do in our lives as we stay close to Him! (Psalm 47:1)

### **4. We're in This Together**

You matter to God. You matter to us. We weren't meant to live this life alone. God created the Church to be a family and we want this place to feel like home. Like any healthy family grows in size, the church was created to grow. As we grow larger our passion is that it's not about our size, it's about our spirit. We're in this together! (John 17)

### **5. We Always Bring our Best**

God calls us to love Him and to love others. One of the ways we love well is to BRING OUR BEST. Jesus brought His BEST for us! We are driven to bring our best for Him and others. As a result, we value hard work, creativity, beautiful spaces, and doing everything we do with EXCELLENCE. (Colossians 3:23, 1 Corinthians 10:31)

### **6. We Are Serious About Having Fun**

God is the creator and author of FUN. We believe God is a blast and the church should be too! We recognize that every good gift comes from God. We seek to enjoy God and His gifts His way as we create FUN environments that point us to the God who loves life! (Song of Songs, James 1:4, Psalm 34:8)

### **7. Passion Drives Us**

Passion is not something that has to be pulled out of us. Rather, passion pours out! As God has loved us, we will love. As God has served us, we will serve. As God has generously given to us, we will generously give. We love God and His Church with PASSION. We embrace the mission from Jesus with PASSION. (Matthew 22:37-40)



# Worship TEAM

## Section 2

### TEAM MINISTRY STANDARDS

Part One: General Expectations  
and Behaviors

Part Two: Age and Background  
Check Requirements

Part Three: Team  
Characteristics

Part Four: Position Descriptions

We are the Keystone Family. We are people who answer God's call to love God, love people, and serve God's Church. As Jesus served us, we serve others as we lead everyone to experience a passionate life in Christ!

## Part One: General Expectations and Behaviors

### Servant Leader Safety Considerations

While serving, always make an effort to maintain safety for yourself and those who are serving with you. This means avoiding situations where a person's integrity could be called into question. Never enter a closed-door room with a child (who is not your own) without another unrelated adult present, nor a closed-door room with only one other Servant Leader of the opposite gender.

### Weekly Communication and Preparation

Being prepared and communicating with our team helps us bring our best as we serve God and others. Each Servant Leader is asked to communicate regularly with their team's leadership via *Planning Center Online*. Schedule requests will be sent weekly via email and the Planning Center Services app, and will include any applicable arrival and rehearsal times. Listen to and practice your parts prior to rehearsal. You can listen to parts and see music charts in the Planning Center app and online. Please promptly respond to the schedule requests (by choosing *Accept* or *Decline*) when they are sent each week.

### Cell Phone Usage

Cell phones are to be used for assigned ministry use only. Please keep your cell phone hidden while you are in position and serving on behalf of the team.

### Transferring or Stepping Down

Please give your team's leadership a two-weekend notice if you are interested in stepping down or transferring to a different serving team. If you are interested in serving in a different ministry, Keystone Staff will help make this process as smooth as possible by connecting with the leadership of that ministry to get the process started.

## Part Two: Age and Background Check Requirements

Servant Leaders on the Worship Team must be at least 9th grade or older to serve during church-wide worship services and most events. Servant Leaders must be at least 7th grade or older to serve for Keystone Students and Keystone Kids worship services and events. Background Checks are required for all adult Servant Leaders serving on the Worship Team.

## Part Three: Worship Team Characteristics

As Servant Leaders, we commit to carry out our church's vision and values through clearly defined standards that are specific to the role each Key Team contributes to the overall experience at Keystone. The Worship Team serves the audience of One, setting an example for others to worship in spirit and truth. This is an honored privilege and an awesome responsibility.

### I. Devoted | “I’m in!” We love Jesus and His church. We are all in! What does that look like?

- **We love and follow Jesus.** That means we worship Him for who He is and that's found in the Bible. And we worship Him for what He has done in our lives and will do in our lives.
- **We love others and His church.** That means We > Me. We do this by promoting unity and regularly attending services, serving and giving.
- **We are committed to the team.** This means we respond to scheduling requests, show up prepared and on time, fill in when needed and see every opportunity we serve as a potential moment for God to do something BIG in our lives and the lives of others.
- **We worship Jesus with an authentic heart.** That means we don't live one way during the week and differently when we are at church. We don't hide our struggles, we bring them with us as we serve. Our whole life is an offering of worship to the God who made us and deserves all the glory.

## **2. Expression.** You are a communicator helping to unlock life change in others. What does that look like?

- **Your expression shows others what worshipping God can look like.** When you outwardly express your worship, you are also communicating to the audience that you mean what you say. They cannot see your heart but they can see your expression.
- **God calls us to express in worship physically, which is an overflow of our heart.** Some examples found in the bible are raising hands, shouting, clapping, kneeling, dancing and more.
- **Expression during worship is an act of leadership and should not be distracting.** Your expression leads people to celebrate God without putting a spotlight on you. In fact, your expression should spotlight God. Your expression communicates the authenticity of the moment. A lack of expression can put a spotlight on you and communicate that you do not believe what you are singing or playing.
- **We also worship in faith.** Maybe you just aren't "feeling it." We worship God for what He will do! We express when we don't feel it. This isn't fake or unauthentic because we can look back and be reminded of what God has done in the past and trust Him to work out our future for our good. You could say "We faith it instead of faking it."
- **Expression is not just for the stage.** When we are not serving on the platform, we are the choir in the crowd. We are fully present in our services, worshipping and leading from our seats. Lead out from the audience when you are attending the service.

### **3. Authentic.** Out of our own personal relationship with Jesus, we are able to lead others. What does that look like?

- **Worship from the heart and mean what you sing.** While leading worship be engaged and fully present in the moment. Activate your heart and your mind as you lead. Think about the words you are singing and apply them to your current situation in life.
- **God wants more than a song, He wants your heart.** This is key to life. The way you live your life matters and affects your influence. Live out your faith daily. Not just on the weekend. Don't just go through the motions like a robot, just singing or playing notes. Allow the Holy Spirit to transform you as you serve.

### **4. Energy.** We believe we are catalysts who raise the tone, shift the mood, and call the people around us to more.

- **How you lead matters.** We refuse to adjust to the current climate. Your energy impacts and leads the audience's experience.
- **Worship leaders (singers & musicians) set the tone.** In most situations, the audience's energy will not exceed the energy on the platform. The energy you lead with is contagious and shows authentic celebration.
- **Personal presence is important.** You communicate positive and contagious energy with your posture and expression. Some examples are smiling, raising hands, jumping/dancing, fist pumps, eyes being open and head lifted high.

### **5. Coachable.** A coachable spirit begins with a humble heart and willingness to be stretched in your preferences, skills and abilities.

- In order to bring your best, be willing to receive feedback.
- Be open to coaching. All of us will “miss” it every now and again. We are in this together and are committed to helping each other get better.
- Our talents can always be developed and improved, and we should humbly accept direction and learn from it.
- An attitude of humility is essential and everyone can improve in excellence (i.e., musicality, expression, style).

## **6. Prepared.** Preparation is important to freely lead in worship authentically.

- Preparation looks like:
  - Arrive on time. Don't be the one who holds up the entire team.
  - Practice before you come to rehearsal.
  - Respond to scheduling requests. A "no" is better than nothing.
  - Be present and ready to practice when rehearsal begins. For example:
    - Have your monitor pack on and microphone in your hand.
    - Have your instrument, pedals, etc., set up and be ready to go when rehearsal is scheduled to begin.
  - Be prepared to execute your role and bring your best. Your preparation allows our rehearsals to focus more on playing well together. All music must be memorized, there will not be music stands on stage during our services.
    - If you are asked to introduce a song, read a scripture or pray, prepare for that moment before the weekend.
    - If you are asked to lead a song or have a key instrumental part in a song, be prepared before rehearsal.
  - Prepare your heart.
    - God is seeking true worshippers. He looks forward to your worship. (John 4)
    - If you have offended Him, get clean before the Lord. He is ready to forgive. (1 John 1:9)
    - Come with an expectation of what the Lord will do.

## **7. Style.** Communication is not just about what you say but how you present it.

- As a visible leader, we want to reflect the creativity and excellence we embrace at Keystone Church.
- We have a style guide to help you bring your best. Within this guide, we encourage you to be creative, stylish, and modest.
- We invite you to bring your personal style of excellence with you as you serve and lead passionately at Keystone Church.

## Part Four: Worship Team Position Descriptions

### Worship Leader

Worship leaders are responsible to lead the worship experience and rehearsals. They do this by:

- Leading songs both vocally and with their expression.
- Transitioning songs with scripture reading and prayer.
- Leading rehearsals. Rehearsals are key to our preparation, and the Worship Leader helps us keep everything on track.
- Inspiring passion and authenticity in the worship team

### Singer

Singers play an important role on the worship team in expression and sound. Singers typically sing harmonies and double the Worship Leader's melody. Sometimes Singers sing off-mic when the moment calls for only 1 or 2 singers. Singing off-mic does not mean you are not needed because you are still leading with your authentic expression.

### Choir

The choir is a group of passionate singers who typically sing once a month. The choir supports the singers musically, and demonstrates a contagious expression of worship for those in the audience.

## **Band**

The band is typically made up of 7-8 musicians every weekend/event. Generally, these instruments include:

- 2 Keyboards
- Bass
- Drums
- Lead Guitar
- Rhythm Guitar
- Acoustic Guitar
- Percussion

Other instruments may be used throughout the year. For example:

- Mandolin
- Lap or Steel Guitar
- Bells (xylophone, glockenspiel, etc)
- Alternate percussion (congas, cajon, shakers, etc)
- Strings (cello, violin, etc)
- Brass (trombone, trumpet, etc)
- Winds (clarinet, flute, etc)

# Worship TEAM

## Section 3

### PROCEDURES

Part One: Preparation and  
During Service Procedures

Part Two: Scheduling

# Part One: Preparation and During Service Procedures

## Preparation

Listen to and practice your parts prior to rehearsal. You can listen to parts and see music charts in the Planning Center app and online ([planning.center](http://planning.center)). If you have questions while preparing, reach out to the worship team staff at [music@keystonechurch.com](mailto:music@keystonechurch.com).

## What to Wear

Use our Style Guide as you plan for what you will wear when you serve. For special events like Easter, Christmas, Holiday Dinner, etc, we will provide a specific style guide to follow. If you have a question about whether an outfit will work just ask. It's also a good idea to bring a backup option if you are unsure.

## Parking and Entry

Park on the west side of our campus and enter through the backstage entrance. You will need a code to enter the door. The code changes every week and can be found in the Planning Center app.

## Servant Leader Childcare

We provide childcare for rehearsals. Childcare is available 15 minutes before call time. If you have questions, email [music@keystonechurch.com](mailto:music@keystonechurch.com).

## Tech Issue

Ask the band leader, sound operator or live production producer to help assist with any technical issues (i.e., no instrument signal, in ear monitor issue, need batteries, etc).

## Rehearsal

Rehearsal is designed to focus on each song with the expectation that each player is already prepared to play their part. Rehearsal is not a time to learn the song. After each song has been rehearsed 1-2x there will be a complete run-through with our production team.

Example rehearsal schedule:

- Sound Check
- Rehearse each song and transitions
- Break
- Full run-through

## Keep It Clean

We like to keep our stage and backstage areas clean and tidy. Don't leave your water bottle, instrument cases or personal items on the stage. Storage is provided backstage. If you see trash, throw it away.

## Take Care of the Tech

Help us take proper care of our microphones, in-ear-monitor (IEM) packs, IEM earbuds, and any other tech equipment you interact with. Clean or wipe down items and put them back in their proper place.

## Food and Drink

Bring a personal water bottle. We provide water refill stations backstage and in the green room. Disposable water bottles will not be provided. Refrain from bringing food onto the platform.

We will provide lunch/dinner and/or refreshments on special occasions when rehearsal or service times require you to serve through a meal.

## During the Service

Once the worship set is over, take your instrument off stage. Attend the message at some point during the weekend/event.

## Green Room

If you are not attending the message in the auditorium, hang out in the Green Room. There will be comfortable seating, snacks, water refill station, and the service will be shown. Personal items can be securely stored here.

## **Part Two: Scheduling**

### **Respond to Requests**

Scheduling of all positions is done through Planning Center. Please respond to requests as soon as you know if you can serve or not. A “No” is better than no response.

### **Blockout Dates**

If you know you will not be available, you can block out dates ahead of time within the app or online.

### **Illness or Scheduling Conflict**

If you get sick or can't serve, decline your request and give a reason why. It's also helpful to contact the Worship Team staff as soon as possible to let them know as well. Sometimes you may be asked to help find a replacement.

STAY CONNECTED

DOWNLOAD THE  
KEYSTONE APP  
SCAN HERE

