

Purpose

The *Music Leader Guidelines* provides ideas and guidance for planning and preparing the Music/Worship Program for a Faith Encouragement Ministries weekend. The purpose for the new Music Leader is to use the information as a guide in planning and preparations. The purpose for the experienced Music Leader is to use the information as a refresher and possibly as a source of new ideas. All may find the material to be a handy reference.

Contact Judith Barrett Judith@faithencourage.org or Sandra Capelle scapelle@me.com if you have any questions or if you need ideas for the music worship program itself.

Planning and Preparations

Pray

Pray for the ministry, the weekend, the church, and the team, especially the music team. Ask God to lead you and keep your heart open to His guidance. As we plan and prepare for the best possible program, we remember and trust that God is in control.

Planning with the Weekend Coordinator

An early conversation with your Weekend Coordinator can help both of you come to an understanding of the expectations for the weekend.

- Review a sample plan and schedule together to get an understanding of the expectations for the music team. As you review the plan and schedule, ask specifically about where the team meetings, Friday and Saturday night programs, and men's and women's lunches will be held.
- Discuss the potential size of the music team for the weekend.
- Discuss whether the music team will participate as leaders for the small groups.

Planning with the Church's Music Chairperson or Music Leader

It is important for the Music Leader and the church's Music Chairperson or Leader to work closely together prior to the weekend and discuss the following details in advance for program success:

- Who is your music contact person and what is their contact information?
- What is the basic history of the church?
- What is the space like that you will be using? Remember that sometimes space will determine the number of people and types of instruments on your team.
- What instruments can you bring and what may you need to borrow or rent there?
- If you are using some of the church's instruments be specific in your questions about the instrument; for example, is the keyboard a full 88 keys; are the keys weighted; does it have the ability to transpose, etc.

- Ask for a copy of a normal Sunday Service.
- Stay in close communication, share ideas for success.

If the Music Chairperson or Music Leader is unable to respond or plan the above with you, notify your Coordinator immediately.

Planning the Sunday Service

- Be prepared to lead all the music for Sunday, none or some of the music. Each church is different in what they are comfortable with. Discuss with the Weekend Coordinator and the church's Music Chairperson or Leader.
- When possible (and if you are comfortable) blend their music group/choir and your music team together. This may mean you sing in their choir. Or their praise band joins you. Be open and flexible.
- Use songs on Sunday that you have done over the weekend and/or are familiar to the congregation. This does not include the prayer time in the middle of the service nor the offertory.

How to Choose Music

As you plan the music for the weekend, keep the following in mind:

- What music does the congregation like (hymnal, contemporary/praise, blend)?
- Define "contemporary/praise." Does this mean 1970 or this year?
- Ask for the top 10 songs the congregation knows and likes. Try to use some of these over the weekend.
- While your team may know a lot of new songs, remember that you are guests in this church and they do not want a performance of all new music. Choose a few songs that may be new, but the bulk of your music should be familiar to the congregation.
- Remember that the music for the team meetings does not need to be the same music that you use for the congregation, especially if the congregation is mainly hymnal based. Tell the music chairperson and/or the priest this so they do not panic at the first team meeting.
- If you are there during Lent or Advent, check with the clergy about using songs with "Alleluia."

Copyright information – General

- Most churches have a CCLI License #. If not, then use the Faith Alive CCLI number. Contact the Program Office for the CCLI information (info@faithencourage.org).
- If you use the FA CCLI# and you printed songbooks, these books must be picked up at the end of the weekend and destroyed.
- If you use the church's CCLI License number, the church may keep these for their own use later.
- Some songs that are popular and used often (*Here I Am, Lord*) are NOT covered under CCLI and need a separate license. They are covered under OneLicense.net. Faith Encouragement Ministries/Faith Alive does not have this copyright license.
- All songs in a songbook should be notated with the composer and © information at the beginning or end of each song.

- No music scores should be copied for congregational use as this is against CCLI licensing rules.
- Do not use any FA copyright music/song sheets outside of a FA function.
- Every few years we report any songs that have been used during a 3 month period to the Faith Encouragement Ministries National office, so that we can report to CCLI. You will be notified when that time occurs.

Copyright Information – Faith Encouragement Ministries

- You can use the FA CCLI site for music for any Faith Encouragement Ministries weekend.
- Contact the Program Office for the username and password.
- From this site you can pull chords and lead vocal sheets as well as detailed copyright information.
- It is suggested that you make a master copy of a song for yourself and then make copies for members of your team as needed.

Tips for Songs that Work!

- Use songs that have an easy melody that does not go too high or too low on the scale. An occasional high D in a song is usually the highest you want to go.
- There is a difference in congregational singing/worship and performance. Except for a possible offertory on Sunday, there is no place for performance on a Faith Encouragement Ministries Weekend.
- If there is a good story behind a song, share it. That will often make the song immediately more meaningful.

Where/How to Find New Music

- CCLI top songs are listed on their website.
- Christian radio is a good source; however, do be careful, as many songs are performance and not congregationally friendly.
- Worshiptogether.com (new songs are free along with chords).

Songbooks, PowerPoint, Media Shout, etc.

- Churches will usually have a strong opinion about this. Sometimes what you use is just based on what is available.
- **Do what is comfortable for the congregation and not what you prefer.**
- See the note under Copyright Information about songbooks.
- Even if you use PowerPoint, Media Shout or any projection, you may need song sheets for the Saturday luncheons as the venue may be different. Print only the few songs you will need.
- If you are using songbooks, you can usually send a master copy of the song sheets and the church can make copies. Most churches will add a cover sheet using the church's name and a picture.

How to Teach the Congregation New Music

- Teach the chorus first. It is usually the easiest part of the song and the congregation can come in during that point several times during the song.
- Some songs have a “hymnal feel” to them and are often easier for a hymnal based congregation.
 - *In Christ Alone* by Keith Getty, Stuart Townend
 - *How Deep the Father’s Love for Us* by Stuart Townend
- Try some songs that are hymnal based but have been updated with a new chorus or verses.
 - *Amazing Grace (My Chains are Gone)* by Chris Tomlin
 - *The Wonderful Cross* by Chris Tomlin
 - *How Great is Our God* can be paired with *How Great Thou Art*
- Some newer songs that are simple and are easy for the congregation to learn are the following:
 - *We Believe* by The Newsboys
 - *Grace Amazing* by Gateway Music
 - *Holy Spirit* by B. Torwait and sung by Francesca Battistelli
 - *10,000 Reasons* by Matt Redman

Team Member Requirements

Faith Encouragement Ministries requires all team members to be registered on the online Team Member database. Ask your music team to register if they have not. <http://faithencourage.org/team-member-registration/>

Faith Encouragement Ministries also requires that all team members complete the online team training: *Sharing Your Faith Story* and *Facilitating Small Groups*. Even if the music team will not be participating as small group leaders, they may have the opportunity to share a faith story. The two short training videos will help them feel prepared. <http://faithencourage.org/for-the-team-members/>

Safeguarding God’s Children

Faith Encouragement Ministries requires any adult attending a Faith Alive or Faith Journey weekend to have completed *Safeguarding God’s Children* before the weekend begins and to send the National Office a copy of their completion certificate. Most churches provide this training for their church members.

If you or any of your music team have not completed the training and do not have access to the training, the National Office has made arrangements for an online training course to be available for a small fee.

Pre-weekend Check

- Recheck all details with the music contact person.
- Make sure the church will be open when you get there and someone is there to show you where you will be set up.
- If you are using projection for the songs, make sure there is someone either on the team or from the church to run this. If it is church member, remind them you will need them for team meetings also.

When You Arrive

- Pray.
- Walk through the areas where your team will be playing. Make any adjustments based upon space or other logistics.
- Do not touch any of the church's equipment without someone there from the church unless you have previous permission.
- Make sure all your cords, equipment, etc. are marked with tape or some kind of label to avoid confusion afterwards.
- Pray.

Thank you for your love for God's people and all your hard work!