

Worship Department
Dream Team Leader 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: DREAM TEAM LEADER

Leader

As a leader on the Worship Team, you will be developed through this Leadership Handbook and hands-on training. This will have role specific training components relative to the position and the team that you are leading on. You can anticipate hands-on training to transition into your new leadership role. This training will follow the method outlined below, over a determined amount of time, specific to your role and experience:

1. Trainer performs, trainee watches
2. Trainer and Trainee complete together
3. Trainee performs, trainer coaches

Dream Team will onboard in the following order:

1. **Audition** – The beginning of your process is to pass an audition. Fill out the Worship Application at lifepoint.org/worship. Follow the step-by-step instructions to schedule your audition. Once this is completed, the team will reach out to you via email with all your practice resources. The practice resources and documents will show you exactly what is expected of you when you show up for your audition.
2. **Development** – Once you pass your 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 of you. Essentially, we are preparing you for your first serve experience. Development will happen at the campus you desire to serve at, with the Worship Leader, and team from that location. Once you have hit all the required benchmarks [benchmarks are baseline expectations that you will need to successfully execute your position on the team], you will graduate onto the team. Development will be held weekly on Thursday nights.
3. **Team Member** – Team members can serve on Sunday mornings, special events, and anything else requiring a worship team for Lifepoint Church. Your Worship Leader will talk to you about your availability and frequency of serving. We always like to start with twice a month, but that is not a requirement. You will be required to attend the rehearsal for the weeks that you serve.

***Growth Track:** Growth track is a requirement to serve on the Worship Team, but it is not required for you to start the Development process. Regardless of where you are in your process, work with your Worship Leader to attend at your earliest convenience.

ORGANIZATIONAL CHART

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

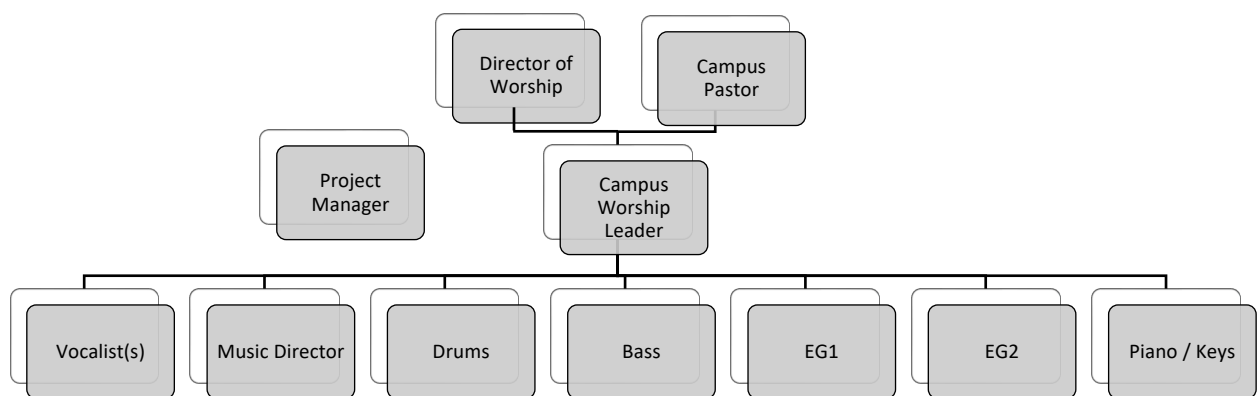
Director of Worship: Our Director of Worship is ultimately responsible for oversight of all teams listed below, as well as establishing priorities and methods for the organization at large. He or she works in collaboration with departments and campuses to create a healthy worship culture that always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

Campus Worship Leaders are responsible for the campus Worship Team. They are involved in everything! This includes, but is not limited to scheduling, communication, team health/care, and Infuse.



OUR CULTURAL VALUES

Our culture, our leadership, and our DNA is shaped by Jesus Himself. We look at how He invested His life, how He treated people, and how He approached His ministry.

There is no better example for us to follow. Four values define our culture:

Love God

- Develop your closeness with God
- Develop your character
- Develop your calling

We Are Worshipers First: we cannot lead anyone to a place we haven't been ourselves. Our personal worship is the foundation on which we lead. We're not building our thing; we are building His Church. When you are on a platform, it's easy to forget that it's not about you. Our goal is to always point people to Jesus first! As a leader, you hold the weight of being an example of what it looks like to have a close relationship with the Holy Spirit, and honoring God as your closest companion. You are responsible for seeking ways of development through time with Him and growth opportunities. There are many ways to do this: Lifepoint College, learning and growing deeper in the Word, and developing your faith and your knowledge. Developing and using your spiritual gifts is an integral part of being on the Worship Team.

Love People

- See people as they could be
- Say what you see in them
- Start a process to develop them

Team First: we fight for relationships and unity. Where there is unity, the Lord commands a blessing (Psalms 133). As a leader, you are in a position to consistently develop those on your team. Each person on your team should feel known and needed. When you recognize giftings within a team member call them out, encourage them, and assist your team with taking their next steps. Everyone, including yourself, should be taking next steps to develop. We are the resource for knowing and encouraging each other to take a next step.

Pursue Excellence

- Do all things well
- Do it before you're asked
- Do more than is expected

Preparation Brings Freedom: we not only come prepared, but overprepared. The more prepared we are walking into a worship set, the more freedom we have to lead people. We go out of our way to lead through the rows to the very back of the auditorium.

We Are Always Learning: our posture is to never “arrive”. We can always get better and learn from others. As a leader, you set the tone and bar for where we are going as a team. Excellence is in you, because it is in the heart of our God.

Be Life-Giving

- Be a servant
- Be positive
- Be enjoyable

We Have a Joyful Spirit: serving is an honor, and we have fun doing it. We are committed to having a sweet spirit. We actively engage and participate in every room that we are invited into.

We are Relational: we do life together, and work on building life-giving relationships. We seek out ways to serve others, so we can show them the character of Jesus through our actions. We ensure each environment is fun and honoring to the person experiencing it.

OUR LEADERSHIP COMPETENCIES

This should be an explanation of how your team/department specifically lives out the four core values of Lifepoint Church (Love God, Love People, Pursue Excellence, Be Life-Giving).

Our competencies outlined in the Culture Guide are a combination of skills, behaviors, knowledge, and abilities that enable me to effectively perform my role, as a part of this House. Below are the core competencies along with how they apply to next steps specifically

Cast Vision

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

I cast vision to the Dream Team I lead. In all that I do, I link people back to the mission and vision of the House through sharing with them the “why” behind “what” we are doing. I give them vision before making the ask, and I leak vision in all things. The “what” we are doing is so much bigger than it seems. However, I know that people will not connect to “what” they are doing until they know the “why”.

For example: If you notice that cables are messy on stage, instead of walking by them and leaving them for someone else to fix, you take the time to straighten them and share with the team how creating a distraction free, clean environment helps to break down barriers for people who are here to encounter Jesus.

Communicate Clearly, Often, and Honestly

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

Communication is vital in my role. I communicate constantly. I must be clear to those I lead what the expectations are, I must be honest yet grace-filled in feedback. While I am transparent in my communication, I am aware of my surroundings. Not everything I know is to be shared with every person I interact with. I read the room, and the situation. I am completely transparent with those who lead me, but I filter communication to Dream Team, peers, and guests as appropriate. I tell the truth always, and in all things.

For example: On a Sunday morning, it is brought to your attention that someone feels like the Worship Team is creating silos by not communicating with the Production Team on what they were doing in the set. We discuss this openly, and the discussion feels tense at times. When communicating the direction we are going to the team, I do not share the sentiments or emotions expressed in the room, instead I express the new

direction we are working towards, I allow the team to be part of the solution, and I ask for their feedback. I understand that sometimes we may disagree, but once we leave the room, we commit to the initiative(s) we have determined as a team to be the best fit for the mission we are on together.

Create Opportunity

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

As I learn, I share what I know with others so that they are also continuously growing. In the teams I oversee, I evaluate periodically for ways they can be developed. I look for gifts and talents God has placed within them, and I call out what I see that I feel God is wanting them to use, exercise, or grow in. I am present with God and allow the Holy Spirit to guide the way I lead people. I have my eyes open, and my spirit alerted to the people God is entrusting me with so that I can make way for what the Spirit is doing within them.

For example: I have been asked to lead worship at a different campus for a Sunday. I seek wisdom from the Dream Team who typically serve there on Sundays. I look to learn from others, then, I share what I have learned with others who will be on that Sunday team.

Cultivate an Environment of “We”

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

I am committed to the mission of the Kingdom and this House. In all that I do, I think of others, those that I lead, the teams I oversee, and how my actions will impact those around me.

For example: When a Night of Worship brings together Worship Teams from different campuses, I collaborate with everyone on the team to drive towards what is best for this House. I also collaborate with other Dream Teams to ensure seamless, smooth transitions and the overall best experience for the guest.

Convey an Attitude of Hunger

- Always be evolving
- Pursue innovation
- Ask insatiable questions

I am always developing my closeness with God, my personal development and my ministry calling. I seek new opportunities that challenge me. I request to take the lead

on projects and initiatives that will allow me to grow. In meetings of any kind, I take notes, I ask questions, and I seek clarity on anything I am unclear on. I look at everything we do through the lens of how I can make it better, and how we can improve.

For example: I look at the experiences I oversee, for the guest and for our Dream Team, and I bring new, fresh ideas for how to elevate everything we do. I seek out resources or lessons to continually develop my skills to accomplish my ideas.

EXPECTATIONS

Worship Team Member – A person who has discovered their purpose and is making a difference on the Dream Team.

- Your Worship Leader will help to determine the best serving rotation for your unique role and availability. We always suggest starting with twice a month.
- Regularly communicates with his or her leader regarding prayer requests, personal development, and serving availability.

Meetings & Rhythms

- Thursday Night Rehearsals – Weekly
- Sunday Morning Services – Weekly
- Global Dream Team Trainings – As scheduled
- Campus Specific Events – As scheduled
- You will have a 1-to-1 meeting with your leader, at your availability. This meeting is about one hour and should be no less than once per month. This time allows you to communicate with your leader and develop personally and in your role.
- Your leader will reach out to check on you by phone, text, or email. Please communicate back to your leader promptly.
- You will have team meetings for development, training, or community at least once per quarter.
- You will have at least four opportunities annually to engage in training and community with other teams on your campus.
- You will have at least two opportunities annually to train with other teams globally.
- You are strongly encouraged to attend all team gatherings.

Dream Team Leader – The leader of one service time for a specific team.

- Serves directly with his or her team each week by leading the execution of the environment, communicating changes throughout service, and overseeing set-up and/or tear-down.
- Manages the serving schedule for their assigned service, with team assistance as needed.
- Prays over and checks in on his or her team members throughout the week.
- Identifies Dream Team members who have potential to lead as a Team Leader in the future and develops them as needed. The goal in development is to have a “3-deep” structure.
- Recruits for the team and takes part in the training process of new team members.

- Communicates with his or her leader regarding the health and operations of the team within their scope of care.

Meetings & Rhythms

- You will have a 1-to-1 meeting with your leader, at your availability. This meeting is approximately one hour in length and no less than once per month. This time allows you to commune with your leader and develop personally and in your role.
- Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.
- You will have 1-to-1 meetings with each person you lead.
 - Your leader will ensure you are meeting with an appropriate number of people to develop and care for them adequately. Typically, this is 4-6 people.
 - These meetings are to take place no less than once per month.
- You should be reaching out to each person you lead at least once per week, no less than once every other week.
- Praying for each person you lead weekly is a must.
- You will have team meetings for development, training, or community at least once per quarter.
- You will have team leader meetings of development/training or community nature no less than once per quarter.
- You will have at least four opportunities annually to train and community with other teams on campus.
- You will have at least two opportunities annually to train with other teams globally.

COMMUNICATION AND RESOURCING

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

COMMUNICATION:

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

- Rehearsal details/cancelations
- Getting availability for any Global events. (Who can serve for Flavour, 21 Days of Prayer, Night of Worship, Etc)
- Prayer Requests

Planning Center: We use Planning Center Online to roster our teams for any serving opportunities. This helps us streamline cue sheets, timelines, and who is scheduled to play at which campus. Your Planning Center account will be set up as a part of the Development process. Keys and song leaders will be provided by Monday of the week you are serving. This gives teams the appropriate amount of time to prepare.

RESOURCING:

Multitracks: Our project manager will set you up with an account. This connects to Planning Center and provides all our practice resources.

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 Leader or Campus Pastor.