



WORSHIP HANDBOOK

I will exalt you, my God the King; I will praise your name for ever and ever. Every day I will praise you and extol your name for ever and ever. Great is the Lord and most worthy of praise; his greatness no one can fathom...

Psalm 145: 1-3 (NIV)

Our Goal

MVCC Worship is the intentional combining of the two major areas that exist to connect communities and make Jesus known, so that we can all experience the fullest lives possible through Jesus Christ during our Sunday Morning gathering:

Production and Music. At MVCC we believe that every member of both the Production Team and the Music Team are equally important and responsible for leading those who come and worship Jesus; **no one team can do it alone.**

Each team is an extension of the other.

No team is an island unto itself.

Our Vision

MVCC Worship strives to create an environment of open honest communication where we can challenge each other to grow in our musicianship and walk with the Lord. We work to create a welcoming environment for new people and an open space for everyone to share their needs and prayer requests with other team members. So as one team, MVCC Worship strives to create a distraction-free environment where people can experience God in a life-changing way, through the joint efforts of our music and production teams. As we grow and things change in the ministry, we combat that change with a flexible mindset and heart, remembering who we serve and why we come together on Sunday mornings.

Unity as a team and between campuses is our mindset and goal as we continue on with the vision that the Lord has placed on our church of “One church, multiple locations.” The mindset of “one church” overflows into our team as “one team, multiple locations.” Having one team of worshippers allows us to be a support for each other across the campuses of Mountain View, helping to lead the entire congregation in worship of our Lord. We desire to grow in community with one another, supporting each other through prayer and encouraging each other to grow into better musicians and disciples of Jesus. Our growth as individuals benefits the team's growth and unity.

MVCC Worship Expectations

Worship Participation:

As a team member of MVCC Worship, the top expectation for each of us is this: We are worshipers first. As each of us leads, whether it be Production or Music, we are called by God to give Him our worship as well as lead others in it. This means that even when we are not scheduled on a Sunday, it is critical that we participate in worship. It is important for you and important for others to see you engaged in authentic worship.

At campuses with multiple services, it is fine to engage in one service and then find a private place to wait for your cue. The intention is that we are not an obvious distraction to others. It is also important that you understand the message and the ways that God might be speaking to you, as well as the people in the service.

Planning Center:

We use an online program called Planning Center Online (PCO) to plan our services, upload music and videos and to schedule all volunteers.

You will receive a welcome email from PCO. You will find a link inside of that email that will guide you through setting up your unique profile on PCO.

Once your profile is created, we ask that you:

- Keep your info updated.
- Block out dates when you are not available.
- Respond to “requests to serve” as quickly as possible.

Making sure you are on top of the things above helps us ensure that we only schedule you when you want to be scheduled. We will do our part and schedule you several weeks in advance so you can feel confident in your schedule in the weeks to come.

Confirmations - Once you are scheduled for a service, you will automatically receive an email asking you to confirm. Simply follow the link in the email, login to Planning Center, and click “Accept” or “Decline.” If you are scheduled for an event in which you cannot serve, simply ‘decline’ and write a quick explanation for your team leader. Please confirm or decline your availability as soon as possible, so that a replacement can be found if necessary.

Schedule Changes - If you have an emergency and need to change your confirmed schedule, email, text or call your team leader. We will find a replacement for you.

Time Commitments:

Time commitments include a mid-week band rehearsal and Sunday morning sound check for all services at your specific campus. Please note that time commitments will differ from campus to

campus and will include early Sunday morning call times. Check with your leader at your campus for these specific times and hours of serving.

Be Your Best:

You can be your best in your role by:

- being on time;
- coming rested and ready to focus;
- having a good attitude;
- being prepared.

MUSIC TEAM

Practice and Rehearsals:

Practice is the work you do before rehearsal; rehearsal is where individual practice pays off and the team can:

- Understand the vision of the service
- Combine their efforts and perfect service elements
- Connect with one another
- Work on transitions

In your personal practice time - before coming to rehearsal - we encourage you to focus on:

1. Spiritual preparation - Pray for the team members and for unity of the production team and musicians. Ask God to guide and direct you. Take time to listen to Him as you prepare.

2. Musical preparation

a. Stream the songs via Planning Center; add them to a listening mix as you drive or work so that you can “soak” in the songs apart from your specific role. Listen and “feel” the songs; what do you hear? What is the song about? Why is this song a good fit for the church?

b. Musicians, download charts, mp3s and practice clicks if provided; make notes as to where your instrument or vocal part comes in or lays out. Note dynamics and builds. Commit to at least one hour of practice at least 24 hours prior to rehearsal. We do not provide printed copies of music at rehearsals; please print, if needed, in advance or get with your leader ahead of time to print the music at the church.

c. Production team, listen to the songs again, with an ear for your specific role. What can you uniquely and creatively do to enhance the music through your role?

3. Mental preparation - Strive to commit lyrics and music to memory so that you can worship through music or your specific production role without relying on charts or notes. Musicians, if you do need to lean on charts during a service, practice good “cheating” so that it will not be obvious.

For rehearsals:

1. Rehearsals are not optional. If you have a special circumstance please reach out to your campus leader.
2. Be in place and ready to go before the rehearsal start time.
3. Be prepared for the adjustment of keys, arrangements, and production of any songs with a helpful and positive attitude.
4. Warm Ups before a service is a run-through for all production elements, not a rehearsal time. Be on time and fully prepared prior to tech run.

Attire:

For musicians and speakers on the platform, who are leading worship, it is imperative that we carefully consider the things we wear. We encourage you to dress as you normally would to attend church - you are leading worship for others, and you should appear relatable to others. It is important to remember that modesty and a lack of distraction are key.

General guidelines for men and women on the platform:

- If you are ever unsure about an item, ask your Campus Pastor or Service Coordinator.
- Raise your arms and check your torso; if skin is exposed front or back, please change into a longer shirt or higher pants.
- Shirts with cutouts are not allowed and jeans with rips or tears should be limited and not revealing.
- Shirts or pants that are skin-tight can be a distraction; err on the side of caution.
- Hats with brims cause difficult shadows on the platform; please avoid them. Avoid pinstripes and small polka dots, as they cause a weird effect under lights.
- Avoid bright reds or pinks; they can cause a strange glow. At the Culpeper Campus, please try to avoid solid white or tight patterns (like stripes or dots), as this causes issues with the camera.
- T-shirts with artwork or text should be tasteful (non-offensive or distracting).
- Personal hygiene is important. Axe Body Spray works in a pinch!

Specific to men:

- Please avoid sagging pants that expose underwear.
- Be mindful of tight-fitting pants; your lower half is at eye level of the congregation while on stage.
- No sweat/jogging pants.
- No shorts

Specific to women:

- Skirts and dresses should be knee-length or longer, avoiding slits that come above the knee.
- Make sure skirts, dresses and tops are not see-through; things that might be okay in normal life can appear see-through under theatrical lighting.
- No spaghetti straps or Camis without another shirt to cover.
- No cleavage
- Leggings are okay when worn underneath a dress or skirt.
- Make sure you can move comfortably in your shoes; break in heels before wearing them on the platform.

Platform Presence

- Body language is a powerful form of communication. It is possible to say, sing, or think one thing while your body language says something else entirely.
- When you are on the platform, your presence is just as important as your musicianship.
- Body language is an outward expression of what is happening inside; your platform presence should be an expression of your heart. Be intentional to communicate your heart as effectively as you can through your body language.
- A Pastor or Worship Coordinator may ask you to adjust something with your platform presence. You may be asked to open your eyes or to move a little more, or less. Please receive these suggestions cheerfully and know that the team genuinely cares about one another and wants you to look your best and be as effective as possible.

Music Team Additional Guidelines

There are many vital and important ministries at MVCC, and by no means is Music more important than any other. However, by its very nature, it is the most visible area of ministry. Your participation in this ministry puts you in a position of prominence at your campus and in your community.

As a member of the Music Team, you will serve on a platform. Stages are for performers and entertainers; a platform is a place of influence.

In this very visible ministry, you will find that you have a unique influence on the people in the church and in the community. Your leaders will do everything they can to equip you to be worthy of that influence, as you grow as an artist and as a follower of Jesus.

Production Team

Roles and Responsibilities

FOH/Audio**The Basics . . . the audio team is responsible for the setup, monitoring, and adjustment of all auditorium audio equipment. They support the band, live communicators, and all on-stage personnel as they lead or communicate with the audience.

Beyond the Basics . . . there is an excitement and dynamic that is created through audio. Think about a movie or TV show you have seen. Often, what “makes” the scene is the audio/music behind it and how that is experienced.

Our environment begins with Pre-Service music. The volume on that music is at “conversation level” beginning at 20 minutes before the service until the beginning of the starting element (i.e., countdown video). Video volume needs to be played at movie theater volume unless otherwise instructed by the Production Coordinator. Music played by the band is at a specified level (Between 85-90db, with a peak at 92). Also, know the music! Highlight the instruments that may be soloing or even the pads where necessary.

**At the Culpeper Campus there is also an audio position for the Online Campus. This position mixes the audio received from the main auditorium specifically for the online experience. They do not attend weekly band rehearsal and the training is not as in-depth. (Unless your goal is to run live audio.)

Computer Graphics – “CG”

The Basics . . . The CG team operates ProPresenter/Proclaim on the computer(s) used to display video, graphics, text, or characters on our screens as well as the confidence monitor. They focus on enhancing worship and the message, creating visual appeal, and supporting the communicator.

Beyond the Basics . . . Have you ever been to a worship service where the lyrics were not on the screen when they should be? For those in the audience that is very distracting. It is important that the CG operator knows the song, follows the “roadmap,” and leads the audience. The CG operator controls EVERYTHING that goes on the screen and has a lot to focus on: lyrics and the speaker as well as any video cues for different service elements.

Video Team (Culpeper Campus Only)

The Basics . . . The video team is responsible for capturing the Sunday morning service to be broadcast live via online. The video director is responsible for knowing the flow of the service to capture shots that give our viewers an experience as if they were in the room.

Beyond the Basics . . . the video team IS the service for our Online Campus. This team is the eyes of anyone that is viewing online. The camera shots, angles and views are all taken with this in mind

Additional Information

****Media response**

In the event of a severe accident or incident, it is possible that the media will come or be on site to cover the incident. It is important that all ministry partners and members do not say anything that could be mistaken or misquoted by the interviewer. If asked or called by a media member for a statement or interview, please direct them to the Senior Pastor so that we can keep all communication as clear as possible.

Attendance:

What we do is very time sensitive and the members of this team count on each other. We ask that you honor and respect the other members of the team by being ON TIME and ready to go. We understand that things happen; but if a pattern of lateness occurs, your leader will address this with you, and we will ask you to step up your game. Being a “no show” is just not acceptable. Since schedules are handled through Planning Center Online and reminders sent out, etc., there is no excuse. There are no backups planned for someone who does not show up.

Childcare

We know that serving on the worship team can be stressful for parents to find needed childcare during rehearsal. If you need childcare for Thursday night rehearsals, please reach out to your campus worship leader so that we can plan to provide that for you. However, Sunday morning preservice is designed for the setup and preparation for services campus wide. Therefore, childcare is not available on Sunday mornings before the service. Talk to your campus worship leader if there is an issue.

Beyond Sundays

We emphasize the first part of MVCC’s mission as we serve, because our weekend experiences are the ‘front door’ and the primary way that we reach those who do not go to church. As you serve through MVCC Worship, God works through you and our collective team and lives change!

However, life change is not just for those we serve. The second part of our mission is integral to who we are and how we serve; experiencing the fullest lives possible through Jesus Christ is the goal for all of us, whether we are serving or attending. No matter where you might be on your spiritual journey, there is still room for you to know God better and become more like Jesus.

We encourage you to take steps to move forward in that journey; serving with MVCC Worship is a great start!