

**CREATIVE  
ARTS  
MINISTRY  
MANUAL**



**INTERNATIONAL  
CITY CHURCH**



## Table of Contents

I. VISION STATEMENT .....	3
II. OBJECTIVES .....	3
III. F.A.I.T.H .....	3
IV. 5 C's of Leadership in ICC .....	4
V. PROCESS OF INVOLVEMENT .....	6
VI. WORSHIP TEAM STRUCTURE .....	6
VII. TEAM OPERATIONS .....	6
VIII. SUNDAY AM SERVICE STRUCTURE .....	7
IX. PREPARATION AND WEEKLY REHEARSALS .....	9
X. PLATFORM PRESENCE.....	11
XI. DRESS CODE.....	11
XII. EQUIPMENT .....	13
XIII. TOOLS & RESOURCES .....	14
XIV. IMPORTANT LINKS AND CONTACT INFORMATION .....	14

## I. VISION STATEMENT

The vision of the Creative Arts Ministry is to “disciple sons and daughters of the house who carry the presence of the Lord in their expression of Worship to Him” in the community of International City Church and in the community in which we live and work. We desire to see people saved, healed, set free, disciplined, equipped, empowered and serving in ministry in the context of our community and through meaningful relationships.

We believe that praise is declaring to the principalities, powers, and rulers of darkness what God has done, is doing and will do (Eph 6:12). We are called to demonstrate what Jesus carried out in His earthly ministry (1 John 3:8), a demonstration that is manifested by the words we speak and by our obedience to God’s Word (Prov 18:21, 1 Sam 15:22). Praise & Worship create an atmosphere where faith can be fuelled. Faith creates an atmosphere of expectancy where miracles can happen.

We believe that worship is a lifestyle response to a holy, omnipotent God. If praise is declaring what God has done, is doing or will do, then worship is declaring (and living) who God is. If we do not know who God is, we cannot worship Him in spirit and in truth (John 4:24). Our corporate worship should be a natural extension of the relationship we have with God when we are alone.

When we join together in one accord to worship the Lord as the singers and musicians did in II Chronicles 5:13-14, we believe that the tangible presence of Almighty God will fill the sanctuary resulting in changed, transformed and renewed lives. Corporate Praise & Worship also allow the Lord to move in a mighty way, often manifesting Himself in healing, deliverance and salvation – we are a sick-free church!

When taking the above into consideration, we, the Creative Arts Ministry members of this church, have an awesome responsibility: we are more than just a team - we are worship leaders. The expressions on our faces and the enthusiasm we show will inspire the congregation to begin to praise God and to join us in our expression of worship and a demonstration of praise.

We are a Creative Arts Ministry that believes in the power and presence of the Holy Spirit. We accept the mantle and responsibility the Lord has placed on us to be His vessels not only through the music we play and sing, but also through our actions, attitudes and appearance.

## II. OBJECTIVES

- Our first priority in worship is to minister to God through a lifestyle of obedience to His word and through the music we sing and play while facilitating the Church’s ministry to God (Ps 101:6).
- With God’s Spirit and power, come to each service ready to pour out of our spirit the life and glory of God. (2 Cor 4:6-7).
- As ministers of reconciliation, we will prophetically declare what God has done, is doing and will do in the hearts of all who come into His presence (2 Cor 5:18-19).
- Prepare the ground of men’s hearts for the seed of God’s Word. Our praise is the plow that breaks the hard, calloused ground of religion, sin, and rebellion (Hosea 10:11).
- Lead people into the life-changing presence of God through our example of worship and praise (Ps 22:3).
- Most importantly, it is our responsibility to live a life of worship before God (Rom 12:1).

## III. F.A.I.T.H

As members of the CAM Team, every one of us is expected to be:

**1.Faithful:** in the little things (there is no task or act of service that is below us); faithful in finances by tithing and offering consistently; and faithful in another’s by doing our best to fulfil ICC’s God-given vision.

**2.Available:** to serve as the team and the season requires. We ask our members to commit for a minimum of 6 months. We require availability for you to also be part of church planting, which will require to travel to another campus.

**3. Involved:** by being a team player. In our service as worshippers we expect you to have an attitude of a servant of Christ and the heart of a son/daughter of the house (ICC). You are expected to attend the Sunday services even when you are not rostered on. As a house of prayer, we also make Tuesday night a priority in our ministry. The minimum is to attend Hearts United prayer nights.

**4. Teachable:** by submitting to your team leader, CAM leaders (WP, CAM Dir and CAM Admin), connect pastors, ministry team and vision team. As part of the CAM team you must be ready to receive feedback from the leaders. Our intention is to help you grow at three levels: Organisational, Relational and Spiritual.

**5. Hungry:** for more of God, His presence and His word. As part of a team that ushers God's presence you must be an example of what being a worshipper is like on and off stage. Your life must reflect a continuous growth in God.

## IV. 5 C's of Leadership in ICC

**1. Character:** Level of Maturity, integrity, value system, reputation:

We commit to developing our personal character to mirror that of Christ through many means including the following:

a) Prayer – It is one of our KEY values. That is why we encourage you to make prayers on Tuesdays a priority. Keep your fellow team members in prayer, our leaders and ICC. Take time during the week to pray for the services each week and come to rehearsals and events spiritually prepared to lead people into a personal encounter with God.

b) Private Worship – Spend time worshiping in your quiet time and live a life of worship everywhere you go.

c) Bible Reading – Collectively as a church we value the reading and journaling of God's Word and recognize the importance of growing into a deeper relationship with Jesus Christ.

d) Christ-likeness – As members of the CAM Team we realize that He has called us to a life that will reflect His likeness and we desire to allow the Holy Spirit to lead us into a lifestyle of sanctification and separation from worldly things.

e) Tithes & Offerings – As children of God we are called to give our "First-Fruits" in all that we are and do and YES, this includes our finances! The word "tithe" means "10 percent" and as servants of God we must be found faithful in what He has given to us.

f) Serving - Our mandate as sons and daughters of God is to not only serve God, but to also serve one another regardless of position. Jesus didn't come to be served, but to serve and lay His life down for others. (Mark 10:45).

g) Attitude - As children of God gladness should be one of the evidences of our life in Christ. A GOOD attitude is a vital and essential part of being part of any team. Your countenance and demeanour make a big difference and to the sound we collectively bring; it has the power to lift up or bring down. Please refrain from all negativity and harsh/foul language of any kind. Being positive with a heart of love and kindness must always be the tone we bring.

**2. Commitment:** What is your track record, how much time can you commit

**3. Competency:** Level of Gifts, Talents, abilities and passions

We recognize that God has given us with the opportunity to serve Him using the gifts and talents He has given to us. We strongly believe that God honours excellence and that we should give our very best to Him in worship through many means including the following:

A. Practice - Review and practice your weekly song set prior to rehearsal on Wednesday. Before Sunday's service please go over your set list again to ensure it's fresh in your heart and mind and so all your parts are FULLY known. We want to GIVE and sound our best for the Lord! If a new song is scheduled to be played on your Sunday it's

important to take additional time to carefully listen to and learn the song prior to the Thursday Rehearsal. Ideally, to see personal musical growth and team excellence we recommend a minimum of 1 hour spent weekly in practice.

**B. Consistency** - As a team we want to make each Sunday as consistent as possible regardless of the team playing. For this reason, we ask that all songs be played and sung as posted or revised during rehearsal. It is also important that we collectively as a team memorize all music so that we will not be dependent on charts during service times. This enables us as a team to be more connected to worship and to better lead the congregation into worship.

**C. Preparation** - Be ready, alert and fresh! to rehearse and in position before all scheduled rehearsals and service times. As worship ministers it is our duty to be “with it” on the platform. Please do not come dragging your feet in the door with an “I’m so tired” attitude. If necessary, please plan your rest accordingly to ensure you are at your absolute BEST for your scheduled position. We ought to come to each service with JOY and EXCITEMENT; what an amazing honour to lead the church into the presence of the Lord! “I was glad when they said unto me let us go to the house of the Lord!”

**D. Punctuality** - Team members are to be ON time! Coming to practice on time honours God and your fellow team members who strive for excellence and have put in hours of preparation during the week.

**E. Theory** - On a consistent basis it’s vital to hone our craft. This includes working towards understanding the language of music by cultivating a deeper knowledge of musical theory and your musical instrument.

**F. Stay Current** - Take time to look at what other successful musicians and worship teams have done/are doing. Stay up to date with new sounds, musical gear and equipment (musicians), vocal techniques, and musical styles.

**G. Technically Knowledgeable** - Take the time and effort to become familiar with your tools so you can operate independently. The more seamless setup for rehearsals and for Sunday mornings is, the more focused the team can be on doing their best and being in the best frame of mind for entering into worship and playing song lists with excellence.

**4. Capacity:** Level of the Leader, grace to handle the load, personality

**5. Chemistry:** Compatible with team and culture

Relationships and community are one of the major focal points at ICC. In order to build chemistry on stage, building personal relationships are a key component to flowing musically in the Spirit and creating a unified sound. Therefore, we believe that it is important to love, value and respect those we serve through the following means:

- **Trust** – Build trust with others within healthy boundaries while believing their best motives. We must strive to always believe and speak the best about one another. Trust also looks like building relationships with one another outside of the worship team context (Sunday mornings and Wednesday night rehearsals).
- **Encouragement** – Focus on keeping a positive attitude at all times while affirming, building and encouraging others.
- **Resolution** – Resolve conflict with forgiveness and reconciliation and with a heart of love.
- **Unity** – In order to reach new heights as a team, we must walk in unity with a spirit of grace and truth.
- **Accountability** – Be accountable to others for your actions that we might produce righteous fruit.
- **Fun** – In the midst of everything, church and worshiping God should be a JOY and be fun! Keep in mind that God looks at our hearts and the way we worship Him should be with freedom. “Where the Spirit of the Lord is there is FREEDOM!”

## V. PROCESS OF INVOLVEMENT

1. Faithfully attending for 3 months and shown sincere intent to make ICC their church home and family.
2. Go through an audition.
3. Interview with the Worship Pastor.
4. Evaluation is on 5 categories: skillset, experience, character, team-player (good fit for the team), commitment to relationship with God. You must be committed to a Connect group.
4. Once platform approved, we will schedule a time to shadow your instrument/vocalist at a weekly rehearsal.
5. Scheduling to be implemented at the wp's discretion.
6. Placement on a worship team is determined by pastoral approval after recommendation from your Connect Pastor.
7. Please email Ps. Leo at [leo@iccbrisbane.org](mailto:leo@iccbrisbane.org) if you have any questions.

## VI. CAM TEAM STRUCTURE

Senior Pastor & Ministry Team

Worship Pastor

CAM Assistant Leader (Musicians) – CAM Assistant Leader (Administration)

Team Leaders

Worship Leaders

Team

## VII. TEAM OPERATIONS

### A. Scheduling

All of our scheduling information is on Planning Centre (PCO). We will communicate to you primarily through email, whatsapp and Planning Center. It is important that you check your email and PC (Planning Center) frequently in order to stay informed of important information and/or scheduling changes.

### B. The Calendar

The calendar displaying all your scheduled serving times is in Planning Center. Use the MATRIX view to see the whole roster.

If you haven't been invited to join yet, please request an email from Cammy Leung at [yycammyleung@gmail.com](mailto:yycammyleung@gmail.com) (please note once you've officially been added to the team you'll receive a request email).

At your first login, you will be prompted to update your contact information. Please fill out the form completely so everything will be up to date. You can make changes to your information at any time.

### C. Scheduling Philosophy

As you have gone through the involvement process, the worship pastor has determined a place and position where we feel you would be best fit for this season.

You need to block your away dates in PC when requested prior to the release of the official roster. Once the roster is live, you must find a replacement should you need it. Please let us know once you have found a replacement so that the roster can be updated in PCO.

#### D. Schedule Change Requests

If you need to modify your confirmed schedule, please send an email to [leo@iccbrisbane.org](mailto:leo@iccbrisbane.org). If it is urgent please call or text your team leader. Non-urgent changes can be made via email.

#### E. Rotation

We will guarantee that you will be scheduled at least once a month.

We schedule musicians/vocalists for what is best for the overall team, it is also a good opportunity to meet the whole team.

#### F. Confirmations

Once you are scheduled for a service, you will be automatically sent an email asking for your confirmation. Simply follow the link in the email or log in to the website to accept or decline. Please do this within 48 hours of the request.

If you are scheduled for a service in which you cannot serve, you may decline the event by inputting a reason (a reason is required). Please also note that 3 declines in any given season will result in a follow-up conversation as whether the team is a good fit for you this season with your busy schedule.

#### G. Participating In Services

When you serve a ministry in worship, it's important you are a part of the ministry. As soon as the worship set is over, please go straight into the service. Every service will require that the worship team go back on the platform to minister after the message. It's important that we feel the heartbeat of the service to know how to minister to the people who attend the service you are ministering at. If you are unable to stay, please let your worship leader know before the day of the event.

#### H. CAM Team Nights / Mornings (Training)

Scheduled on the worship calendar are monthly meetings known as CAM Team Nights / Mornings. Team meetings are an ALL-IN event with teams from all over the ministry where we will have a time of worship, FUN and team-training and vision casting for the season. Please note these meetings are MANDATORY for all CAM Team members.

### VIII. SUNDAY SERVICE STRUCTURE

#### A. Sunday Rehearsal

##### a. Time

We ask that all musicians and singers to show up at 6:45AM for Sunday MMS rehearsal. Please DO NOT be late. We are given a very limited time to set up equipment, run-through the songs, sound check, and work through transitions. Given the reasons stated, we need to be ready and in position to start soundcheck by 7:00 or 7:15AM and conclude by 8:15AM. This helps us all have a short break to have breakfast and be ready to start Pre-Service Prayer. If you are a guitarist or another band member with extensive set up, please come a little earlier to ensure you are properly set and equipment is working so that you do not have to be tweaking things during practice. Please note that if you are consistently late your commitment to the team will be addressed privately.

For HMS Service: Practice starts at 3:00PM and instruments should be set up by 3:15. WL will share the direction of the set and pray. Practice will run from 3:30PM till 4:45PM. That will allow the team to have a briefing before the service starts. SDs hold the briefing on the side of the auditorium.

b. Equipment Setup & Monitor Adjustments: All equipment setup must be completed by no later than 7:00 or 7:15 AM. And 3:15PM for HMS Service.

##### c. Sound Check & Monitor Adjustments

i. Proper sound check is very important. In order for your avioms to be set properly please play and sing at the energetic level you would perform at during the service. Ideally, it is best to make all of your monitor adjustments within the first 10 minutes of rehearsal while the sound guy makes adjustments to the gains.

ii. Warm-up song: We will run through the first song on the list which aids our sound techs in working quickly to set the proper gain levels for your instrument or mic. It gives the team a good idea initially what changes need to be made to the monitor mixes.

iii. Please take time to understand how to set your mix, hearing yourself properly as well as the rest of the team not only helps everyone play and be in sync better. It will help increase your individual confidence and engagement which translates into more interaction from the congregation.

d. Song List Run through (incl. transitions)

After the warm-up song, as a team we will move right into running through the song list for the service. Come Sunday morning, everyone on the team should know all of their song parts very well. The purpose of the rehearsal is for ensuring the transitions between songs is seamless and everything for the service is in our short-term memory.

## **B. Service Briefing**

Our briefing is hosted by the SD on the side of the stage at 8:20 AM (4:45PM for HMS) with the team serving in that service. Together the order of service is reviewed with prayer to follow. ALL Campuses should be ready to join the team briefing. Once briefing is completed, we will join pre-service prayer on stage for morning service.

SD from Newmarket (Main Campus) will communicate with SDs in other campuses to make sure testing of sound and video communication is ready to go from and to the main campus.

## **C. Pre-Service Prayer - 8:30 AM**

The team serving will help facilitate pre-service prayer by listening to what the pastor(s) and/or intercessor(s) are praying. The WL and MD will select songs based on the prayer theme for the morning. The WL needs to constantly communicate with the person leading the prayer.

## **D. Service**

a. 9:00AM, 11:15AM or 5:00PM Worship Set

Our worship set usually consists of 3.5 songs:

1. An invitational praise song
2. A song of declaration of God's attributes (fast or mid-paced)
3. A song of encounter with God
4. A song of response (usually a tag consisting of choruses and/or bridge)

b. Announcements

Announcements follow each worship set and depending on the format of the service for that morning the whole team may or may not be on the stage. If you are on the stage it is very important that there is no communication on the stage between team members and that eye contact is fully on and engaged with the person giving the announcements.

## **E. Post-Message (Altar calls)**

Generally speaking, the message for the 9 AM service is usually finished or wrapped up by 10:45 AM. If a message cue isn't stated in the briefing by the pastor speaking for that given service, most likely the pastor will call the worship team up to the stage. As quietly and undistracting as possible, make your way onto the stage using the stairs on the left or right side of the stage (depending on where your performing position is located). Remember to stay engaged and give your attention to the pastor speaking while you are on stage until as a team we begin singing.

## **IX. PREPARATION AND WEEKLY REHEARSALS**

### **A. Tuesday night Rehearsals**

#### a. Time (30 mins)

- i. Mid-Week rehearsals always begin at 8:50 PM on Tuesdays unless otherwise communicated.
- ii. The TEAM serving on a Sunday morning will play on the same week's prayer altar. E.g. If rostered on Sunday 10/01 you are required to serve on Tuesday 5/01 (both on the same week).

#### b. Rehearsal Structure

Our Wednesday rehearsals are designed to cover the following:

(our goal is to try and be finished by 9:00 PM)

1. Review Sunday's set list with song transitions - 30 minutes
2. WL to explain aim of the set
3. MD to identify weak areas of the set for musos/singers to practice

### **B. Special Event Rehearsals**

#### a. Time

Please note if you are scheduled for any special events we hold you will be notified separately of the details pertaining to it.

#### b. Rehearsal Structure

Structure order will be individually determined for each event but expect that it will go longer than a weekday practice as extra time would be needed.

### **C. Periodic Roster Calendar**

#### a. Roster Terms

The year is divided into 4 terms of 3 months each. The year is broken down as follows:

1. Term 1 - January through March
2. Term 2 - April through June
3. Term 3 - July through September
4. Term 4 – October through December

#### b. New Songs & the Worship Calendar

- i. A list of new songs might be scheduled each term with corresponding dates to which Sunday's the new songs will be introduced to the church congregation.
- ii. If your team is introducing a song to the congregation please make sure you have all of your parts learned and ready for the Tuesday rehearsal.
- iii. It is recommended that you work towards making a habit of learning all of the new songs in a block of time rather than cramming to learn a song for the Sunday it is being introduced.

iv. Please note, that once a song has been introduced to the congregation by a team, it will begin to regularly be scheduled into subsequent song lists in following weeks.

v. Worship Playlists with all of the new songs for a period are provided. All the songs are added to a spotify song list called ICC SONGPOOL. Make sure you familiarise with all the songs being played there.

#### **D. Personal Musical Development (PMD)**

##### **a. Owning your Craft**

As a team we want to help stretch you and provide guidance along with the resources to foster individual growth; however, your desire to improve your musical and vocal abilities still rests on you. The following are practical steps for improvement:

1. Get your hands on some quality books explaining and outlining musical theory
2. Practice scales (musicians and vocals) and rudiments (drummers) regularly as warm-up before you get into personal practice. Turn on a metronome and start at a slow tempo and gradually increase the speed.
3. Surround yourself with people that musically have more experience than you.
4. Find new ways of getting excited about your instrument (sounds, styles, etc.)
5. Always practice with a metronome.
6. Spend time on youtube watching your favorite worship/bands and musicians and look at what gear they use, techniques, or other hints you can gather from watching them.
7. Invest in putting yourself in lessons.
8. Learn to play different chord inversions (musicians) and to sing different harmonies (vocals).
9. Develop your ability to listen for various note intervals and then listen to songs and try to pick out what the distances are within chord changes.
10. Learn the Nashville Numbering System
11. Probably the most important tip of all is being consistent. Practice regularly even if it is only for 15 minutes at a given time.

##### **b. Learning New Songs**

i. If you are having difficulty learning a particular part of a song by ear, generally someone on Youtube will have posted a how-to video or a tabbed version of a given song is provided online by doing a simple google search.

ii. Chord charts, lyrics and translations can be found on our Dropbox (see the Tools & Resources section).

##### **c. Tone & Sound**

i. When practicing a song, try not to only listen for what the musician or vocalist is are playing/singing, but be attentive to the tone of the guitar/bass/vocal/drums. Our goal is to produce a consistent sound, therefore if every individual can play their part in replicating the sound heard on the album, we can achieve this.

ii. Always keep in mind how your instrument tonally will blend and mix with the rest of the band and not just how you sound individually. Ideally, your individual instrument/vocal should fill a particular frequency in the overall mix and if your frequency is too wide, your instrument or vocal will be lost. If you feel you aren't EQ'd properly please inquire with the sound guy.

## **X. PLATFORM PRESENCE**

### **A. Platform Presence Body Language**

- a. Body language is a huge form of communication. We all know what it is like to say one thing but our body is actually saying another.
- b. When you are on the platform, your presence is as important as your musicianship.
- c. Your platform presence is simply an outward expression of what is happening inside your heart.
- d. Determine to communicate your heart as effectively as you can through your body.
- e. At times a leader may come to you and ask you to adjust something with your platform presence. For instance, you may be asked to open your eyes more in the worship services or move around your area a bit more. When you are asked to modify something, please do so cheerfully. Your leaders really care about you and want you to look and BE your best.

### **B. Tips for Better Platform Presence**

- a. Look in the mirror and watch what you look like – jump, clap, bow, dance, raise your hands, be engaging. If something appears awkward, adjust it to make sure you are communicating what you want to communicate.
- b. Do not let the congregation determine your level of expression. Sometimes they will not be engaged in worship. As leaders, we always need to be engaged. Show them an example of how to express worship. Most of the time, they simply need to see worship in order to learn how to express it on their own.
- c. Make sure that the actions you are doing is reflecting the song we are collectively singing. If the words are saying, “lift your hands”, then we lift our hands. If it’s saying to shout, then we shout etc...True leadership is to lead by action and not just words alone.
- d. Be sincere. Worship from your heart. Give a warm smile from within. We are leading people from all different circumstances, so remember that a warm smile ministers more than you realise.
- e. Vocalists - When you are singing, have the microphone to your face but don’t block it. When there is a long period of time in which you’re not singing into your microphone, move it away from your face but still continue to sing and worship. Stay engaged at all times.
- f. Musicians - Be sure to stay engaged in worship. Practice ahead of time so you don’t have to focus on your instrument the whole time. Sing while you play. Seeing a musician singing from their heart can really lead people well. Move around your area. Although you may be on a riser, use your space to the fullest. When there is no movement, the platform can look stagnant.

## **XI. Dress Code**

The platform is the most visible place in the church. As leaders on the platform, the things we wear need to be considered very closely. It’s important to remember that modesty is the key. We want our clothes to reflect our individuality and style while keeping people’s focus and attention on Jesus.

### **A. Men’s Clothing Guidelines**

- i. General (all services)
  - a. Modesty and style are important, so we give focus on the worshipping, not us, and still come across as relevant to our culture and the people we are leading.
  - b. If you are ever unsure about an item, bring it and we can tell you if it can work for the next time.

c. Before you finalize an outfit for service, be sure to do a final worship check. Raise your arms as high as you can and swing them in all directions. Look in the mirror and check yourself from all angles. Make sure you are not revealing anything inappropriate.

d. When in doubt wear dark colours. It always looks sharp.

## ii. Specifics for Men

### a. Top Half

o T-shirts are fine as long as they are layered with a jacket or cardigan. (please no logo'd tees).

o Wear an undershirt of an appropriate colour if it's needed.

o Make sure your shirt is buttoned at an appropriate place. No chest hair should be seen.

o Make sure your shirt isn't too tight and an appropriate length if it's made to be worn untucked. (It doesn't show your stomach or undergarments if you raise your hands).

### b. Bottom Half

o Black or dark jeans or denim preferred.

o No sweat pants.

o No shorts

### c. Shoes

o Sneakers or shoes (no thongs)

o If you have a pair of shoes that do not fall under the above category please ask the worship pastor or worship leader ahead of time for approval.

## **B. Women's Clothing Guidelines**

### i. General (all services)

a. Modesty and style are important so we give focus on the worshipping, not us, and still come across as relevant to our culture and the people we are leading.

If you are ever unsure about an item, please bring it and the worship pastor or worship leader ahead of time and they can tell you if it can work for the next time.

b. Before you finalize an outfit for service, be sure to do a final worship check. Raise your arms as high as you can and swing them in all directions. Look in the mirror and check yourself from all angles. Make sure that you are not revealing anything inappropriate.

### i. Specifics for Women

#### a. Top Half

i. Neckline – Show NO cleavage. Please be very conscientious about this. That doesn't mean everyone needs to wear a turtleneck; it's just the first place that can be a distraction in worship.

a. Test – your neckline should be no more than the span of 4-finger width from your collarbone.

ii. Bras should be inconspicuous and serve you well. Make sure that it cannot be seen under any circumstances. Tank tops under clothing is recommended. Be careful not to buy shirts and/or jackets that bring focus to the chest.

iii. If wearing a sleeveless top please be sure it's fitted well underneath the armpits and/or wear a tanktop under the shirt.

- iv. T-shirts are fine if they are layered with a jacket or cardigan (please no secular logo'd shirts).
- v. Waistline – absolutely no skin around the midriff.
  - a. Test – raise your arms straight up, you should have several inches of shirt past your pants. If ever in doubt, wear a tank top underneath your top to make sure that when you jump, there isn't a lot of movement.
- vii. Make sure that your top is not see-through. If it's the style, make sure that the undershirt still meets the guidelines and is not tan in colour (that can seem like you aren't wearing anything underneath, even if you are).
  - a. Bottom Half
    - i. Skirts should come to minimum just above the knee or below. Skirts must not be see-through. Wear a slip or pants underneath if there's a chance it can show light through. If your skirt is deemed too short for service, you will be asked to step down for that service.
    - ii. Pants or denim. Thick leggings are acceptable ONLY if worn with a very long shirt or dress over top.
    - iii. No pants that focus on your front. Some pants are too tight in this area or have weird stitching or coloring that draws the eye there.
    - iv. No shorts.
      - a. Other
        - i. Dresses must be minimum just above the knee or below. Make sure that the dress is not see-through with light shining through.
        - ii. Shoes should be appropriate to the outfit. Make sure that you are able to move freely in worship.
        - iii. Keep jewellery simple. Make sure that with movement, the pieces don't cause unnecessary noise or weird movement.
        - iv. Please note that if your dress doesn't meet the requirements you may be asked to step down from your scheduled slot on that day.

## **XII. Equipment**

### **1. In-Ear monitors**

Each musician and/or vocalist will be asked to purchase their own set of in-ears. More cost-effective ones can be purchased online (ask Eugene). If money is initially an issue we can provide in-ears for an interim period for your convenience.

Care: Please remember to bring your own in-ears to your scheduled service.

### **2. Microphones (vocalists)**

Care: Never blow into the microphone. There are tiny wires inside the microphone that can break if blown into.

Always carry the microphone in your hand when not in use. Putting it on the floor or table is not acceptable as it could be stepped on or dropped.

Always put on a mic cover before you start using it. At the end, make sure to put it into the used covers box to be cleaned.

### **3. iPad/tablet Holders**

Holders for your iPad are provided and can be found attached to stands on the stage. Try to not use music stands on the stage please.

#### 4. Other Equipment

For guitar amps and other more specialized equipment individual training will be given.

### XIII. TOOLS & RESOURCES

We try to utilize and integrate a variety of different tools into our worship team. These tools are designed to make your life as a member of the team easier and to keep you in the “know” at all times. Additionally, our goal is to provide you with strong resources to help improve your individual musical ability as well as help boost your understanding and ability to play together with the band.

#### A. Tools

##### a. Planning Center (Roster)

i. As mentioned earlier in the document, all of our scheduling for practices and services is done through Planning Center Online. It is a very user-friendly website, iPad, iPhone, and Android application that enables us to efficiently schedule you and your team for a given service. Within Planning Center Online, you will be able to see exactly which songs that will be led on that given Sunday (in the correct key) along with the attached chord charts of the song.

ii. If you don't have a Planning Center account yet, please email Cammy Leung <yycammyleung@gmail.com> with the email account for which you would like to have your account created under. An invitation from Planning Center Online will be sent to the email address you have provided along with a set of instructions to follow to finish creating your account. If you are having difficulties setting up, please email us.

##### iii. Tips & Tricks:

##### a. Music Stand

It is made by the same company that makes Planning Center Online and is a free application for members of the team to download. It is available for both Apple and Android tablets and phones. Music Stand works seamlessly with Planning Center Online and all of the chord sheets uploaded for each week through PCO can be easily imported into Music Stand and saved to a song library for use at any time.

To get setup with Music Stand, please email [leo@icbrisbane.org](mailto:leo@icbrisbane.org) with your request.

#### B. Resources

##### a. Guitar & Bass Resources

The Church Collective - <http://thechurchcollective.com/resources/timeline-presets/>

##### b. Keyboard & Piano Resources

##### c. Drum Resources

##### d. Vocal Resources

##### e. General Worship Resources

### XIV. IMPORTANT LINKS AND CONTACT INFORMATION

- Songs charts - <http://www.dropbox.com>
- Scheduling and Operations Contact – Joshua Jacob [joshj\\_21@hotmail.com](mailto:joshj_21@hotmail.com) or Cammy Leung [yycammyleung@gmail.com](mailto:yycammyleung@gmail.com)
- Emergency Cancellation Contact – contact your team leader