

## GUIDELINES FOR PRAISE AND WORSHIP TEAMS

1. As the group prepares to worship and lead the congregation in singing, have a moment of prayer as a team before going to the front.
2. In preparation, check volume and mix sounds for microphones and musical instruments BEFORE the service starts.
3. Start with faster and more upbeat songs and end with slower, mellower songs.
4. Introduce just one or two new or unfamiliar songs per Sunday and the rest should be familiar songs, so that the congregation can easily sing along with most of the songs.
5. Make songs continuous and transitions as smooth as possible. Avoid gaps in between songs. Prepare the next song (that is, turn the chord sheet to the next song before the song ends so that instrumentalists will be ready for the next one and there will be no long pauses before the next song). If a gap is anticipated between songs, say something or quote a verse or insert a short prayer before the next song.
6. Each praise and worship team, if possible, should provide special number during the collection of tithes and offering (solo, duet, trio, quartet or group). This would be a perfect time to introduce new songs before including in your Praise and worship lineup.
7. Avoid sheets falling off the stands. Place sheets in binders in sequence so it's easier to turn and sheets will not fall off.
8. Make chords and lyrics sheet printouts larger so it's easy to read.
9. If no one is playing the keyboard in your group, email ahead of time (Friday night if possible) the songs and the respective keys to Bro. Arthur so he can print the notes and Sis. Melanie or Olivia can play the keyboard.
10. If possible, Praise and Worship group should enter the stage during prayers to minimize distractions (example: During prayer for the offering and closing prayer).
11. Dress code should fall under the decent clothing category as the Bible requires---at least business casual to formal. No jeans and T shirts, jacket on, short skirts or revealing clothes. Again, this is the church' standard and preferred attire for people standing at the front and playing the instruments.
12. Note stands, microphones, cables and instruments should be arranged in organized fashion and not blocking the whole stage. After singing, put note stands at the side of the stage and mics in the boom (no mics on the floor) and always clear passage for people walking up the stage. Song sheets should not be left on the podium platform as the platform space is needed by the preacher.
13. The 2 back doors should always be closed at all times. The sign on the door is there for a reason. Remind the last person who enters or exits to close the door to conserve heating gas or electricity for the cooling system.

AND

When we sing, make sure we love God more than anything else and we sing from our hearts!