



**WOODSIDE WORSHIP
AND PRODUCTION ARTS
HANDBOOK**

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PURPOSE STATEMENT

Woodside Worship & Production Arts exists to create impactful, Christ-centered experiences with theological and biblical integrity.

WE ACCOMPLISH OUR PURPOSE IN THREE PRIMARY WAYS:

1 We recruit, disciple, and train

- Musicians
- Production Artists
- Worship Leaders
- Songwriters

of all ages, races, tribes and tongues—equipping them to serve God through the worship & production arts ministry of Woodside Bible Church.

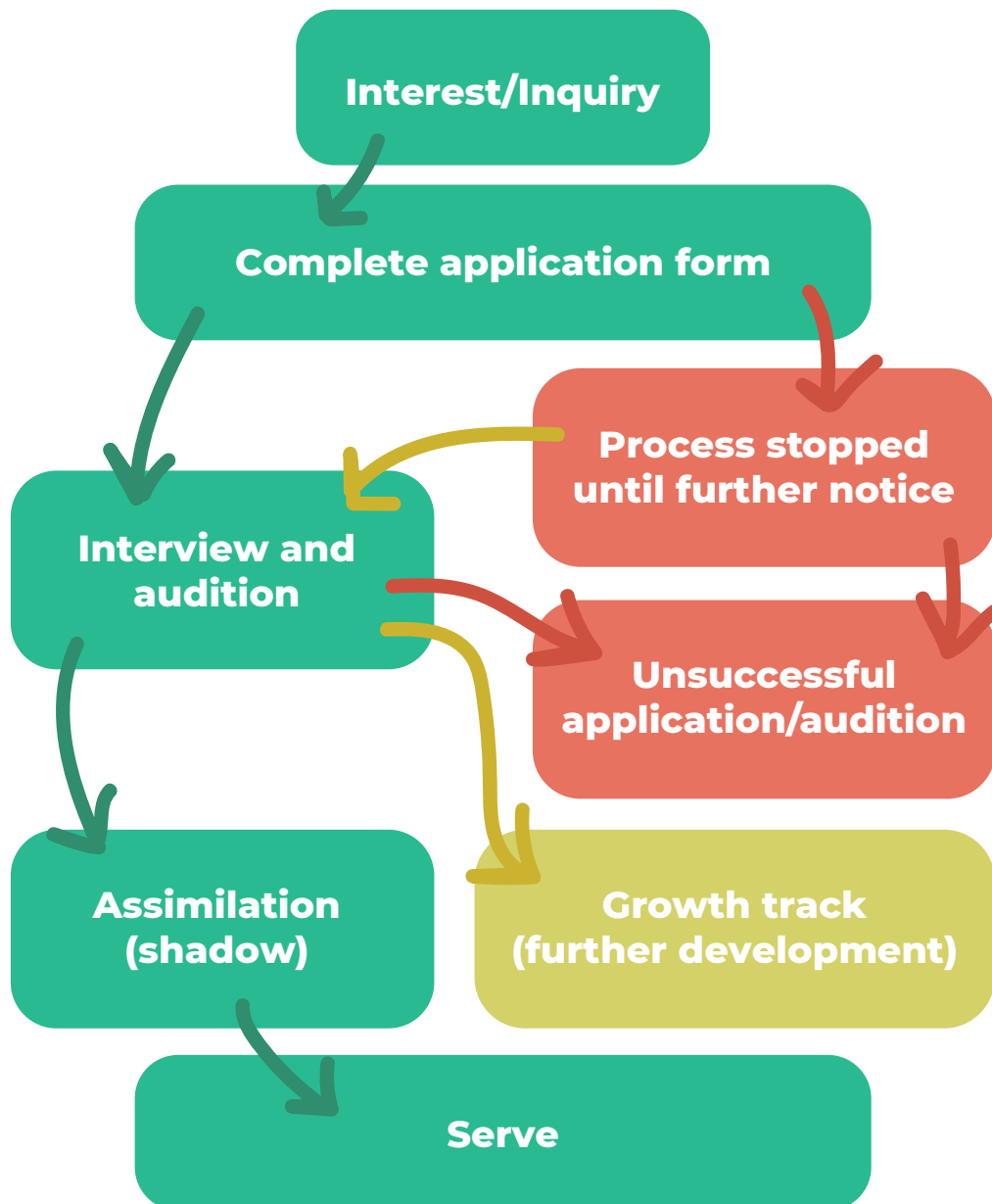
2 We provide biblical community and pastoral accountability for all musicians, worship leaders, production artists, and songwriters at Woodside Bible Church.

3 We resource the campuses of Woodside Bible Church and the larger Christian community with art that is Christ-centered, theologically sound and biblically based.

SERVING

How to Serve:

NOTE: To shepherd our Woodside family and/or team members in any way, Woodside requires you to be a church member in good standing.



GENERAL BACKGROUND CHECKS & CHILD PROTECTIVE PROGRAM (CPP) CERTIFICATION

→ We require all band and production members to either be CPP certified or complete a general background check.

Reason: Our Child Protection Program (CPP) was designed to ensure and maintain a safe, secure, and loving environment where parents feel comfortable leaving their child or person with special needs.

→ If you're a member, be sure to complete CPP application (which requires a background check) and submit three references for approval before serving with minors or on Woodside's special needs ministry.

→ If you're **not** a member, we encourage you to sign up for our Membership Pathway class! You must fill out a general volunteer background check before serving on the band or production teams.

SERVING

Planning Center

→ All general communication will be conducted through Planning Center Services. Please check our plans regularly!

→ We ask that you accept or decline all Planning Center requests in a timely manner.

→ If you already accepted a request but have to change plans, please decline as soon as possible AND communicate to a team leader.

Rehearsals

→ Rehearsals will begin promptly at the set time. Please arrive early to ensure that you are in position when rehearsal starts.

→ Please learn set songs ahead of time. Rehearsal will be dedicated to working through song details as a team.

→ The lyrics/slides lead should know set songs in advance in order to cue lyrics effectively.

→ Please give your best during rehearsal — just like you would during service.

→ Feedback should be taken seriously and respected. Feedback is given to improve and develop our musicians!

SPIRITUAL EXPECTATIONS

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.”

– Colossians 3:12-17

- Based upon this and other biblical texts, our character qualifications match those used by Woodside Bible Church. We require the following from everyone who serves:
- Be sincere, worthy of respect, and of good reputation.
- Demonstrate a genuine desire to serve God and love people.
- Promote a positive group dynamic, especially when dealing with conflict resolution.
- Walk in love, which binds us together.
- Let the peace of Christ rule in your heart, since as members of one body, you are called to peace.
- Live with gratitude.

As a member of the worship team, we ask that you agree with the statements below:

- I will prioritize Jesus and the essential tenants of the Christian faith as the focus of our common worship and service.
- I am dedicated to maintaining a disciplined life of Bible study, prayer, and fasting, while refraining from profanity, illegal drugs, pornography, sexual immorality, drunkenness, and all behaviors that might cause Christ to grieve and others to stumble.
- I agree with the statement of faith and overall vision of Woodside Bible Church. I will support Woodside with my prayers, resources, tithes, and offerings.
- I am *(or am in the process of becoming)* a member in good standing of Woodside Bible Church, having attended the Membership Pathway and completed the membership process.

- My marriage, family relationships, business relationships, and/or personal friendships are healthy and being maintained with integrity. I conduct myself with a high level of moral, Christian character both inside and outside of Woodside Bible Church.
- I'm confident in my ability to support and submit to those in authority, including the leaders of Woodside and those who lead my respective area of service.
- I will demonstrate faithful church attendance at Woodside Bible Church and will commit to the responsibilities pertaining to my specific ministry assignment.
- I am committed to building unity as a peacemaker and a team player. I am dedicated to maintaining an attitude of grace, love, patience, longsuffering, service, and humility.
- I am committed to addressing personal offenses, hurt, conflict, and the sins of others in a biblical and timely manner.
- I am committed to maintaining an attitude of compassion and grace to those who are hurting, different from me, sinful, and/or adversarial to my faith in Christ.

MUSICAL EXPECTATIONS

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We love the unique and personal expression of each individual player! Here are some basic standards to meet to fit within the Woodside worship sound:

IN-EARS

Instrumentalists must own their own IEMs (in-ear monitors). Brands such as Shure, 1964, or Westone are preferred, but can be costly.

KZs are also acceptable, and cost between \$20 - \$60 on Amazon, depending on the model. These can function as a good interim step towards the higher priced models if needed.

(Note: When ordering, choose the stereo cable option that does not have a microphone for phone usage.)

DRUMS

- Drummers are expected to learn groove patterns and maps from song recordings while maintaining flexibility if asked to change the parts.
- We emphasize simple, musical playing with an aggressive approach and a high emphasis on consistency (consistent hitting technique throughout each song, consistent groove patterns through each section, and consistent timing).
- Drummers are expected to play tightly to a metronome for the entire worship set.
- A drum kit and hardware will be provided, but volunteers can bring their own high-quality snare and cymbals.
- High quality snares include maple, birch, brass, steel, and bronze with properly- tuned heads. A \$50 – \$150 snare will generally fall below the requirements of a high-quality snare.
- Cymbals should be dark in tone and larger in size. For instance, a 16 - 20”

Zildjian A Custom or Sabian AAX crashes/rides are too bright (we have trouble controlling them in the mix due to the vocal mics on stage).

→ Drummers typically run all clicks and tracks from a provided laptop/iPad using Ableton Live/Prime/Playback. We are happy to help educate any new drummers on running clicks and tracks.

→ Volunteers must be proficient at reading charts written in the Nashville Number System (in addition to reading chords charts and lead sheets). They must also be able to memorize the music for each set.

GUITARS - BASS/ELECTRIC/ACOUSTIC

Guitarists are required to learn the notes, patterns, and feel of selected songs (as they appear on the original recordings) while matching the tones and effects for each part.

BASS GUITAR

→ Bass players are expected to own a quality instrument (i.e. Fender, Lakland, Music Man or comparable) with excellent tone.

→ Excellent tone has as much to do with your equipment as it does the technique employed by the instrumentalist.

→ Four fingers should be used on the fret board and at least two fingers/plectrum should be used to pluck the strings.

→ Volunteers are expected to show an ability to play in time with the click while helping create the pocket with the drummer. Each instrumentalist should (at a minimum) own an inline tuner.

→ Volunteers must be proficient at reading charts written in the Nashville Number System (in addition to reading chords charts and lead sheets) and be able to memorize the music for each set.

ELECTRIC & ACOUSTIC GUITAR

- The player should own a good-quality guitar.
- The sound and style of a player's guitar should contribute to diverse and dynamic styles of playing.
- Guitar brands such as Fender, Gretsch, Gibson, Duesenberg, Reverend, and Veritas offer a wide variety of great-sounding guitars.
- The quality of a guitar is just as important as the quality of its sound, if not more. A reliable guitar that is well set-up will prepare you to be a reliable and consistent musician.
- Woodside Worship is looking for players with consistent tone and playing. Poor-quality guitars can cause great players to be inconsistent, so don't overlook this key element!
- Volunteers must be proficient at reading charts written in the Nashville Number System (in addition to reading chords charts and lead sheets). They must also be able to memorize the music for each set.

GUITAR PEDALS

- Even great pedals will sound poor through low-quality guitars and amps. Quality amps and guitars can make all the difference in the finer tunings and crafting of your tone.
- Multi-effects processors such as the Line 6 POD or the Boss "Me Series" work well, though units such as these don't always have the quality of sound or flexibility needed for the "on the fly" tone shaping that our players often do.
- Individual stomp boxes can be pricey, but the investment is worth the cost. Brands such as Strymon, JHS, Walrus Audio, Eventide, CMAT Mods, Xotic Effects, TC Electronics, Mathews Effects, Electro Harmonix, Boss, Digitech, and MXR can do wonders for your pedal board and tone.

KEYBOARDS/PIANO

- Piano/keys players are expected to learn the parts and feel of selected songs as they appear on the original recordings.
- Players are expected to play proper voicings, change parts if/as needed, and work with guitarists to occupy correct frequency ranges. If there is a piano player and a keys player, the two of you will work together to determine parts and patches.
- Volunteers must be proficient at reading charts written in the Nashville Number System (in addition to chords charts and lead sheets). You must also be able to memorize the music for each set.

WIND/BRASS/STRINGS

- Wind, brass, and string players are expected to learn the parts and feel of selected songs as they appear on the original song recordings.
- Musicians are expected to play proper voicings, change parts if/as needed, and work with pianists, wind, brass, string, and/or guitar players to occupy correct frequency ranges and determine parts.
- Volunteers must be proficient at reading charts written in the Nashville Number System (in addition to reading chords charts, musical scores, and lead sheets). They must also be able to memorize the music for each set.

VOCALS

Vocalists are joining an ensemble of singers with a shared goal of:

- **Learning and creating a cohesive sound.**
- **Becoming one unified voice for congregational worship.**

Vocalists are expected to remain flexible and receptive to coaching and direction from appropriate leadership. As instructed, vocalists should be able to read or follow along with written vocal parts and harmonies while listening to/blending with other vocalists.

All vocalists are required to work through Jacobs Vocal for **free** vocal training & ensemble singing.



To access the course, scan the QR or visit the URL below.

PRODUCTION EXPECTATIONS

Our production team stewards and protects an atmosphere of worship at Woodside. We exist to create a distraction-free environment so that our church family can easily worship and engage with God. Therefore, nothing we do should distract or detract from what's happening on our worship platforms. Instead, our goal is to add or enhance.

AUDIO TEAM

- **Collaborate:** with Worship Pastor/Director (WD)/Production Director (PD) to understand the vision of the sonic experience to best contribute to its success.
- **Listen:** to the songs in advance so that you are familiar with the music. (i.e instrumental breakdowns, vocal leads, etc.).

- **Focus:** pay attention to the audio production of each song to provide audio perspective for our live gathering.
- **Resourceful:** utilize resources in PCO (and additional services) to enhance your understanding.

PRO-PRESENTER

- **Listen:** to the songs in advance so that you are familiar with the music.
- **Focus:** pay attention to the musical phrases that support the lyrics to switch slides in timely fashion.
- **Focus:** prepare and pay attention to hosting and sermon slides to switch slides in a timely fashion.
- **Create slides** that reflect a good visual representation (Slide breaks, spacing, etc.)

LIGHTING/VISUAL TEAM (DEPENDING ON CAMPUS)

- **Collaborate:** with WD/PD to understand the vision of the visual experience to best contribute to the success. Help volunteers review the PCO Run Sheet and walk through the aspects of each lighting scene that are “tight” (non-negotiable: IE House Lighting, Front Wash, etc.) and “loose” (lighting builds, color for worship, etc.)
- **Listen:** to the songs in advance so that you are familiar with the music.
- **Be creative** by utilizing light and ambiance to the room to enhance visual effects for our worship gathering.
- **Resourceful:** utilize resources in PCO (and additional services) to enhance your understanding of lighting.

SERVICE PRODUCER (DEPENDING ON CAMPUS)

→ **Collaborate:** with WD/PD to understand the vision of the gathering and visual experience to best contribute to its success. Review and familiarize yourself with the order of service.

→ **Be present and stay connected** with all those involved in the different elements of the experience. Ex. Teaching pastor, ushers/greeters, worship leader, etc.

LIVESTREAM/VIDEO (DEPENDING ON CAMPUS)

→ **Collaborate:** with WD/PD to understand the vision of the visual and audio experience to best contribute to the success. Review the Cue Sheet and at least mentally map out your Shot Sheet.

DRESS CODE

Each worship arts team plays a vital role at Woodside, whether you're operating in front of people or behind the scenes. Our goal as a church is to convey service to God through our attire. This helps shift focus away from us and onto Christ. The last thing we want to do is dress in a way that causes people to think about what we're wearing instead of who we want to point them to.

We expect team members to dress appropriately, presentably, and modestly. We don't expect you to be dressy—just put together well. Attire and color choices help our production team create a quality, professional worship experience for our online followers. Here's how you can help us make this possible:

Best Practices (Men & Women)

→ Shoes should be clean and in good condition.

- Avoid ripped, faded, or excessively baggy jeans (minimal whiskers, mild fading, no holes).
- Avoid form-fitting skinny jeans without appropriate coverage.
- No sweatpants or shorts.
- Avoid wearing shirts with graphics, logos, or words (Woodside-branded shirts are encouraged).
- No excessively tight, low cut, see-through, open-back, or sleeveless (unless fully covered) tops.
- Avoid excessively shiny jewelry.

Reason(s): To minimize distraction and avoid projecting glare from the lights onto service attendees.

- No small/tight patterns.

Reason(s): Our cameras have a hard time translating these patterns, so they end up looking blurry or playing tricks with people's eyes. Simple, large patterns are best. When in doubt, wear solids.

- No solid white. Avoid light pastels and/or excessively bright colors.

Reason(s): White and light pastels make it difficult to successfully expose faces on video, and excessively bright colors can be distracting.

Additional Info (Women)

- Skirts and dresses should be loose-fitting and no shorter than three inches from the top of your knee. Appropriate undergarments must be worn.

Reason(s): Stage elevation causes skirts/dresses to lose about 3 inches, and stage lighting can cause some (usually thin or unlined) materials to become see-through.

→ Leggings are appropriate only when paired with a loose-fitting or shirt dress, maintaining proper length and lining (as noted above).

Additional Info (Production Team)

→ The guidelines listed above apply to you, regardless of whether you're serving backstage or front of the house.

→ If you're required to be on stage at any moment during the service, you must wear all black in addition to the guidelines listed above (dark jeans are permitted).

Reason(s): This is helpful to minimize distraction if there is an on-stage production need to fix/address.

*** Please note that if your attire is outside the guidelines listed above, one of our team members may ask you to go home and change. If that is not possible, you will not be able to serve at that specific event. If you're unsure of an outfit, it's always a good idea to bring backup clothes.*

For all general inquiries, email us at

centralworship@woodsidebible.org

To learn more about Woodside Bible Church, visit

woodsidebible.org

