



**CALVARY
MONTEREY**

**MUSIC TEAM
VOLUNTEER
HANDBOOK**

WELCOME

We're so excited that you've chosen to be a part of the Music Team here at Calvary! This will be a rewarding, challenging and exciting experience for you.

You may have some questions but this handbook has you covered. Please read through it carefully and you'll be off to a great start.



- Brenton Collyer
Worship Pastor

VISION & MISSION

VISION: JESUS FAMOUS
MISSION: HONOR GOD. NURTURE
BELIEVERS. PROCLAIM TO THE WORLD.

The Vision and Mission of the Music team are the same as the Vision and Mission of Calvary Monterey.

We want to provide an opportunity for God's people to worship Him (Honor), learn about Jesus Christ, the character of God and the Gospel (Nurture), and declare their love for the Lord (Proclaim) through song.

Our goal is to provide a place for every person in every service to encounter God. Whether they take advantage of that opportunity is up to them. How God chooses to move and speak is up to Him. However, no one who encounters God leaves the same.

We're at our very best when we are honoring, glorifying and bringing our worship to God. When Jesus Christ is at the very center of our life. When we worship through songs, together with our church family, we take another step toward this lifestyle.

TIME COMMITMENT

As a Music Team volunteer, you are asked to commit to:

Serve for two services each month. Sometimes more, sometimes less depending on how the scheduling pans out.

Be available to serve for any of the three service types (Sanctuary, Sanctuary 2, Sunday night) unless a personal scheduling conflict makes it impossible.

Be available to jump in on a service you are not scheduled for, sometimes on short notice, if a scheduled volunteer can't make it. This doesn't happen frequently and is not a requirement but you may be asked.

Spend personal time preparing for rehearsal.

Arrive on time for rehearsal and services.

Lack of availability due to holidays, vacations, and health issues is understandable and will be taken into account, however, a pattern of non-participation (including lack of availability and excessive substitutions) will require a reassessment of ministry involvement.

SCHEDULING

In the middle of each month you will be asked to post any block out dates for the upcoming month in Planning Center. Each Sunday you have not blocked out is a Sunday you may be scheduled.

A schedule is made for each month and includes all three Sunday service types. You'll get an email with a PDF attachment of the schedule.

Please carefully review the schedule, mark your personal calendar, and notify the worship leader if you have any conflicts.

Next, you'll be scheduled for each of your services in Planning Center for the upcoming month. Confirm by hitting "Accept" on the Planning Center notification.

Given this process, it 's very rare to "decline" this invitation. If you must decline please specify why to help the worship leader plan ahead.

SUNDAY

Sanctuary - 9&11am

Set List: Posted to Planning Center the Tuesday before

Location: Sanctuary

Rehearsal: Sunday morning, 6:45-8:30am

End Time: 12:30pm

Sanctuary 2 - 9&11am

Set List: Posted to Planning Center the Wednesday before

Location: Sanctuary 2

Rehearsal: *Sunday morning, 6:45-8:15am

End Time: 12:30pm

Sunday Night - 6:00pm

Set List: Posted to Planning Center the Wednesday before

Location: Sanctuary

Rehearsal: Sunday afternoon, 4:30-5:30pm in the Sanctuary

End Time: 7:30pm

*If a rehearsal time is changed it will say on Planning Center and the worship leader will let you know.

MID WEEK

Mid-week services are planned at the beginning of each year.

The service times and style of service can change from year to year so the rehearsal time may change. We'll communicate the details before each quarter.

Regardless, the rehearsal takes place before the service similar to Sunday Night.

Teams are scheduled based on availability and what kind of band arrangement we're using for that quarter. If you'd like to participate in a mid-week music team, let us know. You are not required to participate.

REHEARSAL PREPARATION

Being prepared for rehearsal is very important. The set list is made available several days in advance to give you the most time possible to prepare. Although everyone prepares differently, your preparation should look something like this:

- Print the appropriate charts from Planning Center
(or organize digitally)
- Listen to each song, taking notes on parts and dynamics
 - Spend time working out your specific parts
 - Organize your charts in a binder
(or download offline and charge your device)
 - Work towards memorizing the songs

Even for experienced musicians and singers, this process can take about 30 minutes per song so please plan ahead.

When arriving at rehearsal you will be expected to bring your charts and have your parts worked out. Not coming prepared wastes the time of the team and decreases the quality of the music.

Please arrive 5-15 minutes before rehearsal begins to get set up. and prepared. We'll begin promptly at the rehearsal time. For example please arrive at 6:35am for a 6:45am rehearsal. Watch the How to Prepare for Rehearsal Video ([HERE](#)).

PLANNING CENTER

Planning Center is an online program we use to communicate with the music team. Here's what you'll need to know and some tips for getting the most out of Planning Center.

A worship leader will set up your account.

- Post your block out dates for Sunday's you are unavailable
- Check "My Schedule" tab to see what weeks you're scheduled.
- The worship leader will let you know when a set list is posted. Each song will contain a chart, an MP3 and notes for specific people. Please read the notes carefully.
- Some songs have charts in multiple keys. Be sure to prepare with the correct one.



Download the "Services" app to take planning center with you and receive notifications.



Download the "Music Stand" app to access song charts on your device.

Watch the Planning Center Training Video ([HERE](#))

SERVICE PARTICIPATION

All team members are required to participate with the congregation in at least one of the day's services.

If you go to the Grille or Patio during a teaching, please return within 30 minutes. This will ensure you are back in the room 10-15 minutes before the teaching concludes and gives you the opportunity to re-engage with the service and prepare to close with a worship song.

Attire

No worn or torn clothing that is ripped or frayed

No hoodies or extremely casual clothing

Please wear pants or dress shorts

Dress sandals are okay

Modesty is a must. If you are questioning a particular outfit please choose something else.

COMMUNICATION

As a team member communicating with your worship leader is very important. Here are a few things to be sure to communicate.

Email is our main method of communication. Please check your email regularly.

If you are going to be late to a rehearsal text or call the worship leader as soon as you can. If we haven't heard from you we'll give you a call to make sure you're on your way.

If there are certain dates you will not be available to participate please specify on your Planning Center calendar.

If an unavoidable situation comes up during a week you are scheduled and you can't attend a rehearsal or service inform the worship leader ASAP. They may choose to schedule a different person.

If you need help, counseling or prayer for any reason please let us know. One of the best parts of being a part of this team is receiving prayer and support!

You can reach us by email or phone:

Brenton Collyer: brenton@calvary.com 850.501.6343

Riley Manzo: manzo@calvary.com 831.915.4705

Bernhard Klingenberg: bernhard@calvary.com 831.582.7186

EQUIPMENT

Each team member is responsible for purchasing, maintaining and repairing their own personal gear. Calvary does provide some instruments.

Drums: A full drum kit, mics, sticks, brushes and rods are provided. Drummers are welcome to bring their own kick pedal, throne and sticks however they are required to use the snare, cymbals and kit from the Church as they have been specially chosen and tuned for this specific space.

Electric Guitar: Depending on the week an amp may be available. You are responsible for your guitar, amp, pedals and strings.

Keyboard: Church owned keyboards are set up and used for services. Let us know if you'd like to use your own.

Headphones: Calvary provides in-ear monitors and headphones as well as the ear buds. *Please keep your ear buds and reuse them.*

Other: Let us know if you have a questions about other instruments and gear.

SPECIAL EVENTS

Small Events:

Throughout the year Music Team members are involved in many different special events like baptisms or ministry events for kids, students, and adults. No team member is required to participate in these events but you may be asked to jump in occasionally.

Big Events:

There are also a few larger events throughout the year such as Christmas Eve, Easter Weekend, Worship Nights and Conferences. The worship leader for these events will select the team.

Members will be chosen based on experience, availability, skill, and what is appropriate for the instrumentation.

DISMISSAL

Rarely is a volunteer asked to step down from serving on the Music Team however there are some reason why this may happen.

Moral Failing

A volunteer is in continued unrepentant sin or has had a moral failing that requires them to be removed from leadership for the process of restoration.

Personal Conflict

A volunteer causes factions and disunity in the team and does not resolve issues with other volunteers or leaders.

Scheduling Issues

A volunteer is no longer able to serve at least two services a month on a regular basis.

Musical Skill

A volunteer is no longer practicing, preparing, learning or growing on their instrument.

Leadership Growth

A volunteer is unable to genuinely and visibly engage with God as they lead others in corporate worship.

Personal Chemistry

Sometimes certain personalities just don't mesh with others. No one is at fault but it may be a better fit to find another area of ministry.

SPIRITUAL COMMITMENT

- 1. I have a sincere love for my Lord Jesus Christ and desire to pursue Him with all my heart, soul and mind. (Matt. 22:37)*
- 2. I humbly seek to serve the congregation and team with my gifts in order to bring the greatest focus upon the Lord. I acknowledge that worship is an act of humility and self-sacrifice, not an opportunity to seek position, assume power, gain credit for myself or draw attention to my skills. (Phil 2:1-8)*
- 3. I am committed to unity by submitting to the leadership team. If I have an issue with a leader, team member or policy I will speak privately with the leadership team and will not speak openly in a destructive or contentious way. I am willing to receive direction or correction with an open heart. (Hebrews 13:17)*
- 4. I am committed to unity by being respectful and courteous of other volunteers. I will help with recruiting, training, nurturing and encouraging new team members. (Rom 12:9-10)*
- 5. I am committed to bringing my very best musical ability by a willingness to practice, to improve my skill level and mature as a musician. (Psalm 33:3)*
- 6. I am committed to live a personal life of righteousness (1 Pet. 1:15-16) and am willing to disclose to the Worship Pastor struggles or failures I may have with sexual immorality, spiritual sin (anger towards God, alienation from God), or substance abuse.*