EMMANUEL CHURCH

Worship Team Handbook

2026

This handbook outlines our worship team's vision, culture, expectations, and serving practices. It helps us prepare well, care for people, and serve together with humility.

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Vision and Team Culture

Emmanuel Church vision

We exist to see people come to Christ and grow in Christ.

Worship Team Vision

At Emmanuel Church, worship is all about Jesus. Our mission is to help people come to Christ and grow in Christ, and everything we do flows from that purpose.

We value creativity and are passionate about seeing people use their God-given gifts to serve the Church and glorify God. Our posture in worship is one of surrender, giving Him all the honor and praise He deserves.

Our team exists to serve the vision of Emmanuel Church. We are one team, committed to worshiping God with humility and leading others into authentic encounters with Jesus. Everything we do is for His glory.

Sunday Morning Culture

Leading worship goes beyond musical excellence on stage. As ambassadors of Jesus, we lead by example off the platform, serving with presence, humility, and genuine care for people. These practices help us keep that focus each Sunday.

Before service

- Attend the Impact Team Huddle before second service.
- Be present in the foyer to connect with, greet, and welcome people rather than staying in the greenroom.
- Meet for prayer in the greenroom when 10 minutes remain in the countdown.

During service

- Attend at least one service in the auditorium.

After service

- Be present in the foyer to connect with people rather than staying in the greenroom.

Weekend Service Attendance

Attending weekend services when we are not scheduled to serve is one way we put our values into practice. We encourage and expect full participation: engage in worship and listen attentively to the message.

Conduct and spiritual expectations

Social media

Social media can be a valuable place to have conversations and build connections. Written words can also be misunderstood or unintentionally offensive without the nonverbal cues of face-to-face conversations.

The following guidelines apply to the identifiable Impact Team of Emmanuel Church:

- Recognize that personal and professional life overlap online. As a Worship Team member, you are associated with Emmanuel and viewed as a representative of the church. Your posts and pictures should reflect that responsibility.
- Avoid politically charged conversations and debates. Comments about the importance of voting or praying for elected officials are acceptable.
- Use discernment when sharing posts and pictures about activities outside work. Worship Team members should refrain from posting pictures that may include alcoholic beverages. We minister to and serve with people from many backgrounds and at different stages of spiritual maturity. Post wisely.
- Assume nothing is private. Regardless of your privacy settings, treat everything you write or receive on social media as public.

If posts that conflict with these guidelines are brought to our attention, we will kindly ask you to remove them.

Substances

Alcohol use is permitted for those of legal drinking age. Underage drinking is not permitted. We ask you to make wise choices, live above reproach, and avoid becoming intoxicated.

Spiritual Expectations

Some worship team roles carry greater spiritual influence because of their visibility and leadership impact. These roles are both an honor and a responsibility. Campus Pastors and Campus Worship Directors assess how each role influences campus culture and the church's mission.

Because of this influence, leaders may expect greater spiritual engagement, encouraging team members to "go first" by modeling the values and practices the church calls others to follow. Spiritual growth happens at different stages for each person, and certain roles may require a deeper commitment before stepping into them.

Primary areas of spiritual engagement include, but are not limited to:

- Prioritizing weekend service attendance, even when you are not serving.
- Giving financially to the church through a regular tithe or by joyfully giving what you can.
- Participating in a small group with other Christ-followers.

Musical Expectations and Team Leadership

Music at Emmanuel is both a personal and a corporate expression of worship that proclaims and celebrates who God is and His work. Because excellence honors God and inspires people, we pursue musical skill and intentional preparation in every role to faithfully tell God's story.

Preparation

All vocalists and instrumentalists are expected to use Planning Center Online (PCO) to learn and memorize the original parts for each song. PCO provides original recordings and other resources to help you learn your parts before rehearsal.

Arrive prepared to play or sing your assigned parts. This preparation supports continuity and excellence across all campuses. Because we do not hold midweek rehearsals, preparing through PCO before the day-of rehearsal is especially important.

Timeliness

All members of the Worship Impact Team are expected to arrive 10-15 minutes before rehearsal. This is our call time; the first note is played at the scheduled rehearsal start time.

Late arrivals disrupt both the worship and production teams. Being on time communicates that serving is a priority and that you value the time of others above your own.

Points of contact

Campus Worship Director and Campus Pastor

Each campus has a Campus Worship Director (CWD) who leads the worship team and carries out the weekend worship vision in partnership with the Campus Pastor (CP). Your CWD is the primary contact for worshiprelated questions. Your Campus Pastor is available for additional pastoral care and support.

Music Directors

Music Directors (MDs) are appointed by the CWD each weekend to conduct rehearsals and help carry out the musical vision for the service. They oversee rehearsals, monitor the team's sound, and provide feedback to help vocalists and musicians grow.

All members of the Worship Impact Team are expected to respect and listen to their designated MD and remain humbly receptive to feedback, coaching, or correction.

MDs also manage rehearsal time, ensuring that the team practices every musical element of the service before the service run-through.

Scheduling and Team Accountability

Scheduling through Planning Center Online

- Schedules are sent 5-6 weeks in advance of the upcoming month. For example, December schedules are sent during the third or fourth week of October.
- Block out unavailable dates in PCO and make sure you receive all PCO communications. A block-out reminder email will be sent one week before the schedule is created.
- Plan ahead whenever possible. Scheduling is done carefully, and failing to block out unavailable dates before declining a request affects every service and campus.
- Accept or decline serving requests promptly after the schedule is sent. If you decline, provide a reason.
- If an emergency arises, contact your CWD before declining in PCO so adjustments can be made appropriately.

Time Off

We value the health and longevity of our team. If you need a break to avoid burnout, contact your Campus Worship Director or leader before the monthly schedule is sent.

Background Checks

Before you are scheduled to serve for the first time, you must complete a background check. We will provide the required forms.

Discipline

When necessary, you may be asked to take a break from serving because of recurring musical or spiritual issues. Part of growing in Christ is recognizing when to seek help with the issues we face.

If the situation improves after time away, we will help you return to the worship team. If you are unwilling to seek help, wisdom, and direction, you will be asked to step away from the team.