

Lighthouse Worship Team

Sound Team Guidelines

Why Do We Do What We Do?

We exist as a team to facilitate a connection between God & the congregation, therefore everything that we do must be centered around this connection.

With being a sound engineer, as much as the band sings and play their instruments, the sound engineer has a big responsibility in making the band sound in a way that is effective in helping the church worship, and not distract away from what we value.

What Do We Value?

We value a servant heart, a heart that is given in full to the service of God. This includes having a posture of a teachable spirit and willingness to do things differently and laying aside personal agendas. We value respect of each other's roles.

Expectations

Being on team means that there are certain things that are expected from you as a team member. These things are:

- We ask that you attend church weekly, as it is important for your individual growth and when attending the service that you are present and keep your heart engaged in what is being talked about.
- Make sure that you regularly check the website for up-to-date communication (about band, proforma, playlist, etc.) on Group Chats, Worship Wednesdays, Calendars, etc.
- We ask that you regularly attend worship housegroups – except for when an housegroup is be described to only be relevant to certain subgroups. This is a requirement as part of the team. This is because we grow together and if you miss a lot of what's going on, you won't know where we're headed.

There's a lot of vision and practical things talked about at our worship housegroups. Dates will be provided ahead of time of the housegroups. If something comes up that you cannot make it.

Please let the worship team leaders know and you will be given a recording of the meeting, then you can keep up to date with all the current information.

If you are consistently missing from meetings, the worship team leaders will want to speak with you.

- **Swaps** - If you are unable to fulfil your rota dates, please make sure that you swap with another sound Engineer in good time. If you aren't able to find cover, please let the Subgroup leader know in good time.
- A part of your commitment to the team, is that you attend your respective workshops when they are setup. This is a place where you can safely learn, hone your skill. Be open minded with it and trust the workshop leaders.

- We ask that you are respectful of everyone you work with in the worship team. We understand that as creatives, opinions and ideas may clash from time to time, but it's important that we remain respectful to each other.

In some cases, you may find you want to make suggestion to another sound engineer (that is rota'd to serve that day, but you are not) - e.g you find that they should turn something up/down, please consider your approach carefully, and respectfully offer your suggestion, but leave it up the Sound Engineer on the day to take your suggestion or not. Avoid simply taking over from someone else as your default approach.

In cases where you are working as a pair of sound engineers, discuss how you intend to share the task, understand who would focus on what, and proceed from there in a way that is fair and honouring. It is recommended that there's always only one lead, and the other person supporting.

- Social Media is a great way to let your friends know what you're up to and by being on the team, you are seen as an influential person. Be aware when posting. We encourage you to post about what God is doing in your life, what he is saying and anything that could encourage people looking in on our world. Please refrain from using any strong or inappropriate language and be mindful of your speech when in mixed company.
- We want to see everyone progress & excel - we cannot guarantee that everyone will get to serve at our main services. These decisions are made at the discretion of subgroup leadership who consider both skill, experience and heart status. Any questions regarding this process can be brought before the leadership team.
- You are to be accountable to the worship team leaders, the subgroup leader and worship leaders.
- Responsible for all aspects of Sound FOH, Stream etc.

Rehearsals/Soundchecks:

Please endeavour to be present on the Wednesday before the week you are serving on Sunday in order to support to band at the rehearsal.

Rehearsal times are usually 7pm on Wednesdays. Please try and **arrive for 6.30pm** so that you can have the room setup before the band arrives at 7pm. You can always ask the worship team leaders if unsure of what time you should arrive for rehearsals.

In some cases, Rehearsals start at 8pm when there is a worship team housegroup just before at 7pm.

On Sunday morning, arrive for 7.30am to setup ready for the band's **arrival at 7.45am**.

Make sure that you are aware of the songs the band would be playing (to you can get familiar with the style and nature of the song), and that you are aware of the order of songs, who is leading what, etc (all of which you'll find on the proforma – which would be sent to you before the day you're serving). If unsure, you can ask the worship team leaders.

When you come to rehearsals or Sunday Morning services, come physically and spiritually ready to serve God. In rehearsals, be prepared to be flexible to make any changes, be open to feedback.

During Service & About Sound Mixing in General

- Aim to mix to the sound towards what it sounds like in the track that has been specified by the band – there would always be a playlist that contains the tracks the band are working with.
- For when there is a multitrack or click-track, aim to mix a multitrack/click-track to compliment what the band is playing, not to substitute, and not to distract away from what the band is playing – often time, you'd find less is more with how much a click track is mixed in.
- With regards to volume, always pay attention to the overall volume. Also, you may find for smaller services that it's okay to go with a bit less volume. Again, on this, sometimes less is more.
- At the point of sound-check, check the sound across different positions of the room – especially left and right sides of the room, making sure that there a good volume across the room – sometimes they may mean the volume is a bit louder in the middle. Use panning carefully as well to support with this.
- Be comfortable in Mixing **actively** (as opposed to passively) during a service, as opposed to the approach of “setup and leave”. There would be a variety of things happening during a service that you would need to be able to adapt to – e.g. Two leaders can be sharing a song and so the sound engineer needs to be able to support with that, or a pastor can come up on stage at a point that probably wasn't planned or expected.

So do stay at the back with the PA desk and don't wander off during the service.

- At the point of soundcheck (more on how we soundcheck later), try as best as possible to set the “gain” to the potentially highest (but safest) reach you'd want to get to. This is to make sure that every aux monitors or in-ears sets their levels based off this initial gain. This in turn help avoid/reduce levels in monitors or in-ears changing unexpectedly during a service.
- If in doubt about anything, ask the Worship team service coordinator on the day, worship leaders, or anyone from the worship team leadership team.
- Check that the Creche speaker is working as part of sound check before the service has started.

Joining Process to become a sound engineer

The joining Process is as follows:

- Must be in the church for 6 months before applying, we encourage people to get involved with other ministries during this period.

- Applicants need to fill out the worship team application form, this is to get to know you, understand your experience, and hence know how to place you in the worship team, as well as know how to support you going forward in skills and pastoral care.

Discipline

We want to come alongside people in an honouring and empowering way as they seek the Lord.

We can be distracted by day to day things that compete for our attention.

We encourage every team member to be disciplined in seeking the Lord, even in trying times.

Drum Tracks & Multitrack

These can be used in accordance to the following guidelines:

They can be used on songs that are indicated on the Lighthouse worship team website that tracks are available for.

- The actual tracks that can be used would be specified and linked to the appropriate song on the worship team website.
- Choosing to use tracks or not for a song would be a decision made at the discretion of the worship leader and potentially the musician lead in the band set team.
- Tracks are to be controlled by the band's drummer or any other agreed musician that's on stage (E.g., Bass guitarist or Keyboardist) using a laptop that has the appropriate software and downloaded tracks.
- The multitrack should be used to add value to the sound created by the band and in a way that doesn't defer away strongly from the original song, except otherwise agreed with the worship leader and musician lead in the team.
- There would be opportunity during some workshops to grow in areas Sound engineers can appropriately mix in multitrack to add value to a live band without being a distraction.

HOW WE SOUND CHECK

BEFORE SINGERS AND MUSICIANS ARRIVE

- Have all DI and connectivity setup, labelled, and ready to go ideally beforehand where possible. Or as quickly as possible.
- All musicians and singers arrive to setup their instruments
- Sound Engineers should use a handheld mic to proactively lead the sound check. I.e., communicating with the band through each step.

STEPS FOR SOUND CHECK

1) Connectivity

- Sound engineer should check if anyone needs support with CONNECTIVITY and provides support as appropriate until everyone is successfully connected theoretically.
- first musicians,

--- then singers - E.g., setting up packs

2) **Line checks, Gain setting, Personal mix (Not FOH mix)**

- On the desk, create and label a new scene/save-file FIRST. (and store at the end)
- Sound engineer checks with worship leader what song they'd want to use for sound check.
- Sound engineer uses their handheld mic to communicate OPENLY and with each musician in the order they prefer them to start playing.
 - The band keep playing as instruments are layered in for line checking, this is to help with people sorting their personal mixes.
 - The sound engineer can stop the band at any point if they feel the need to do so (E.g to isolate a instrument and figure out what's not working with it). But please lead by giving a brief explanation to everyone as to what is going on or what is required of anyone. Then restart the band sound check from where you had originally left off when you're ready to go.
 - The sound engineer leads and encourages everyone else to check they are comfortable with what they are hearing in their personal mix.
 - A recommended order of instrument would be
 - Click
 - Drums (from kick, to other parts)
 - Tracks
 - Bass Guitar (and/or Synth Bass),
 - Electric Guitar
 - Acoustic guitar
 - Violin
 - 2nd Keys
 - 1st Keys
 - When the musicians are all Lined checked, next is line checking all vocals ONLY (no instruments), starting with Lead singers, and unto the BVs.

3) **Follow same approach as with musicians:**

- Sound engineer to lead the session by asking singers to sing the selected sound check songs to a click.
- Sound engineer also asks all singers to have their self-monitor app ready. Some people may not be able to use the app, this gives the engineer an opportunity to identify any such people, as they'll need mixing from the desk.
- Lead by calling out and layering all the singers until they're all singing together.
- Stop/Resume as appropriate and ask if they needed anything amended in their ears or if they needed support in doing it themselves.
- Then finally, reintroduce the band, and let them play with the vocalists, for a minute, to give everyone on stage a chance to check their comfortability with their ears.
- Politely stop/restart the band after a minute to check if anyone needs any support with their ears.
- Restart the sound check song as necessary until everyone is fairly content.