For more information, resources, audio lessons, video lessons and more, we invite you to visit:

www.lifechangingworship.com
Worship Leader Training Sessions

Session 1:
Saturday, June 7th

10 am  Fellowship & Singing

10:10 am  Video & Discussion

10:25 am  Opening Message: Dave
What Do You Think You’re Doing? (The Theology of Worship)

11:00 am  Discussion: What Do You Think You’re Doing?

11:10 am  Lesson 2: Nuts & Bolts
- The Basics of the Music Staff  Stephan Carlson, Chicago
- Finding the Proper Pitch
- Conducting Techniques
- The importance of body language & expressiveness - Dave

11:40 am  Discussion: Getting Out of the Box
- Creative Ideas (Sharing)
- What is ‘Spoken Word’ and how can we use it effectively?
- Preparing for Public Prayers

12:00 noon  Building A Great Worship Order
- The Essential Elements
- The “20-minute” rule
- Transitions: from one element to the next
- Using the Worship Planning Webpage

12:15 pm  Nailing the Parts: Lara Jenkins, Chicago
- Strategies for Parts Singers preparation
- Rehearsal Techniques

12:45  Teaching the Congregation
- Teaching the Theology of Worship
  - Sermons
  - Worship Renewal Weekends
  - “Worship Word of the Month”
- Teaching New Songs / New Styles
  - The “Three Week” Strategy
  - Using Worship Concerts for Worship Education

12:55 pm  Closing Thoughts
Lesson I
WHAT ARE YOU DOING?

The Importance of Worship. What role does it play in our lives? How does it touch us? Read Ephesians 2:1-6
- V 1-3 – The universal bad news
- V4-5 – The universal good news
- V6 – Our rightful and present place. “Seated Us” - The Greek verb is in the indicative aorist tense, which denotes a past action, fully completed, something that happened at a precise moment in time. What that means is that right now, wherever you are, and whatever you’re doing, you are seated with Christ in the heavenly realms. It is your current reality. But Satan deadens us to this truth.

So, as a worship leader, WHAT ARE YOU DOING?

Read Psalm 89:15-16. The Word translated (NIV) “acclaim” is the Hebrew word “Teruah,” which signifies an alarm, signal, sound of tempest, shout, blast of war or alarm or joy. And the Bible promises that when we learn to give the joyful shout, we walk in the light of his presence. Imagine the POWER of this truth. If we understood and lived in this place, we would seldom sin, we would never be depressed, and we would never be afraid of anything or anyone. Your role is to lead the Shout - this is the thing that you are DOING. You and your team, working together, have the power to bring your congregation in to the holy of holies, into the very presence of God.

WHAT ARE YOU doing? Who do you THINK you are? In the church that you serve, how do you understand your role?

Read 2 Chronicles 20:1-4
- Jehoshaphat was one of the good ones
- He faced a crisis – An army of pagans crossed the Dead Sea and had landed 30 miles away from Jerusalem. The Bible describes it as a VAST ARMY.
- He called a fast and led a prayer.

Verses 5-9
- He praises God for his power and sovereign rule
- He reminds God of His gracious gift of the promised land – “you remember, right, that you gave us this land?”
- He reminds them of the commitment that the people made, and a prayer prayed long before.

Verses 10-13
- He updates God on the situation at hand
- He reminds God that they were forbidden to take their territory on the way in.
• Only then does he pray for God’s judgment on the unrighteous
• He acknowledges his powerlessness, and focuses the eyes of the nation back toward God. This is how we need to look at our lives: “We don’t know what to do, but our eyes are on you.”

Read 2 Chronicles 20:20-21 - Jehoshaphat’s military strategy –
• He calls out all of the singers
• He puts together a great worship order – tells them that he wants them to praise the Lord for the splendor of his holiness.
• He puts them at the head of his army. “You guys with the swords and catapults, get back behind the song leaders, the basses, the tenors, and the baritones. They’re going to go in front of the army, singing from Psalm 118 or perhaps Psalm 136 – ‘His Love Endures Forever.’

This is your role. Each Sunday, you go out at the head of the army. You lead the people in their hearts back to God. It is a daunting role; it is a vital role. If by your work you can help people connect with God; if in this connection, they learn that they can do this on Monday and all through the week; then you have changed lives and you have changed your world. See what happens in 2 Chron 20:22-26

WHAT ARE YOU DOING? Where do you go for your inspiration and direction as a worship leader? And where are you taking them with this inspiration? The Book of Psalms is the Worship Leaders’ Handbook. We’ve got to dig in, learn some lessons, and teach those lessons to the church. What direction does it give us?
• Energetic Verbs: To cry aloud, burst, exult, tell, rejoice, shout, be joyful, dance, celebrate, praise and acclaim
• Active Verbs: To praise, recount, sing, extol, life up, give thanks, make music, be glad, magnify, boast, clap and sing.
• Meditative Verbs: to ponder, pause, be silent, watch gaze, wait, stand in awe, delight, and be still
• Offering Verbs: to offer, lay our requests, ascribe, and pour out.
• Reverent Verbs: Bow down, fall down, worship

Conclusion: Psalm 150:1-6

Hâlal carries the meaning “to make a show; to boast; and thus to be (clamorously) foolish; to rave; to celebrate.” It is the root of our “Hallelujah,” which simply means, “Praise the Lord.” Like many Hebrew words of worship, Hâlal is a call to expend energy, to pour ourselves out. We are encouraged by the psalmist’s example to be ‘clamorously foolish’ in worship. I want to ask us: Does ‘Hâlal’ describe the North Suburban Ministry Center? Are we actively engaged in boasting about God? Are we raving? Are we celebrating? If not, why not? And what might we, as worship leaders, do to take things higher?
EFFECTIVE A CAPPELLA SONGLEADING

The Basics of the Music Staff (Stephan)

Song Selection - There are a couple of things we consider ‘essentials’ in this area. Consider what you are facing when you start off a worship service. People have not been at church for at least a few days. They’ve gotten up, hurried to get breakfast, get the kids ready, and get out the door. Most will not arrive in a ‘spiritual mode.’ Happily, our people love to fellowship, and will probably be greeting each other, catching up, etc.

First Song: The design of the first song is to interrupt the fellowship and signal the people that it’s time to cease fellowshipping horizontally and begin fellowshipping vertically. We normally like to use a high energy, hand-clapper style song to accomplish this. We anticipate that 25% of the church will sing the first verse, 50% the second, 75% the third. By the end of the song, we have everyone’s attention and are ready to move forward. We will often follow this with a carefully selected, “big” hymn - something powerful.

Call To Worship - Regardless of who does this, it should be a friendly, welcoming, highly energetic call for people to set aside the worries of the week and to really focus their minds and hearts on coming before the throne.
How to Determine the Key & Proper Pitch of the Song - We are all familiar with the use of a pitch pipe, whether we use a mechanical one or an app on our phone. The ‘key’ (pun intended) is that we should know the pitch before the service begins, write it into the worship order, and not have to be hunting in our book, looking at the note, figuring it out, and then finding the sound. The 10 seconds it takes you to do that are the death knell to an effective worship flow. For those not familiar with the music staff, here are the rudimentary things you should know. (See appendix for written information).

Conducting Techniques (see appendix)

Body Language & Expressiveness - 1 Cor 14:15

GETTING OUT OF THE BOX
We are all familiar with the standard flow of the service, and have probably been in hundreds of them that ran something like this: Song, Welcome, Song, Song, Slow Song, Communion, Song, Contribution, Song, Sermon, Song. All of these elements are Biblical and crucial, but we believe that we need to throw the box away so that we can truly help people come into the presence of God more authentically and deliberately.

CREATIVE IDEAS (DISCUSSION)
• What is ‘Spoken Word’ and how can we use it effectively? See article by Josh Lutz in appendix

EFFECTIVE TRANSITIONS, OR HOW TO BUILD A GREAT WORSHIP ORDER
• The “20-minute rule”
• The Essential Elements: Songs, Prayers, Sermon, Communion, Contribution
• Moving from one element to the next (See appendix for sample worship orders)
  • Song-Prayer- Song - Scripture - Song - Song
  • Song-Song - Prayer-Song-Scripture-Song
  • Prayer - Song-Song-Prayer - Song
  • Song - Song - Prayer - Song - Spoken Word - Song
• Using Planning Center Online / Sample Worship Orders (see appendix)
Preparation & Excellence (Lara Jenkins)

- Graduated with a BA in vocal performance
- Became a disciple one year later
- Married to Dell Jenkins in 1996
- Teacher for the Metro Choir & Praise Team (400 disciples)
- Lead Vocal Teacher for Chicago Church
- Vocal Instructor at the “School of Rock”
- Just began her own business of providing many musical services.

Preparation: the action or process of making something ready for use or service. How do we prepare God’s people for works of service?

Read Eph 4:11-12 (NIV) We have to equip the team, so we must have a plan. No teaching of songs can be done without first having a plan. Much like counting the cost of being a disciple... seeing if you can complete the task (is this song do-able, can I teach all the parts, do I have capable singers to learn it, do I need a track or can the band learn it, etc.) so that no one will say this person began to build and could not finish the work...(Luke 14:28-30).

Have meetings to plan your services in advance - determine what songs you will sing; that helps to determine what or how many rehearsals are needed...working a backwards timeline.

We use a worship team to help plan the services and collectively give input into the flow of each service. For us it’s a group dynamic, my husband and I, Seth, Carole, Tina and Christine. They all have different gifts and roles which makes the team complete. You may be a one man show but I do encourage you to utilize others in your worship ministry who have specific gifts that can make your load lighter.

Excellence: done as superior or to surpass in accomplishment or achievement. How do we prepare people in excellence?

Read Rom 12:6-8 (NIV)

Go in your strength – know your people’s strengths and weaknesses ex: great soloist but not a great part singer or a fantastic song leader but they’re not good with harmonies or you have people who just want to make a joyful noise. Our goal should be to help them all to be their best and encourage them in what their gift is

Example: Metro Ministry Center / Congregational Work - different levels of participation...
- Choir (everyone who wants to participate starts here and is included, no auditions just great hearts)
- Ensemble (established for people who knew the parts to a lot of our congregational book songs)
- Praise Team (great singers and quick learners who can help lead praise and worship expressively)
- Soloists, Spoken word, Band or instrumentalists, dancers, etc.

The point is to help everyone to use their gifts in worship and to be able to express their love for the Lord with their God-given talents.
• **How do you strive for excellence as a worship leader or a team member?** You have to ask yourself “What kind of leader am I?” or “Am I doing my best to help the group as a team member?” I asked our worship team why they allow me to lead them and this was some of their common theme answers:
  
  - **Competent** (capable/educated or gifted, proficient, passionate, and prepared.
    Teaching is a gift and a skill and your mastery of it is the key
  - **Communicate** (people person, clearly, effectively, patient, inspiring and humble).
    Make learning fun while motivating everyone to be their best – praise and challenge
  - **Collaborative** (value others, maximize strengths, help everyone get to the goal) -
    Being effective at working together toward the completion of a task, the song

**What I do:**
When I’m teaching parts to a song, I learn all the parts so I can accurately teach them and I can be the expert. I primarily teach by ear and rote. We rarely use sheet music although if we need to for a song then I will take the time to still learn all the parts on my own so that I can teach them to most of our singers who are also non-readers.

**Practicals to making His praise glorious:**
You should...
1. Pray & ask God to reveal what your gifts truly are and to identify them clearly to you and others
2. be realistic about what your group can handle/perform but have vision for their growth
3. learn the songs 1st and all the harmonies and backs
4. record them (if needed) as a double check and to use as teaching guides for your choir parts or ensemble (can be sent as mp3 files for their personal rehearsal)
5. create lyric sheets that have specific notations for the song
6. provide an mp3 or link to the song so they can listen on their own (see the goal)
7. use backing (karaoke) tracks if you don’t have a band
8. find the best key for your group – sometimes that is not the original key
9. make a goal and ask others for help
10. don’t be afraid to make mistakes because you will learn from that and you will grow from it

**Read Philippians 4:8-9** *(Message)*

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TEACHING THE CONGREGATION

• The Need for Worship Education
  • Sermons
  • Worship Renewal Weekends
  • Worship Word of the Month

• Teaching New Songs
  • The “Three Week” Strategy
  • The use of worship concerts

RESOURCES FOR GROWING YOUR WORSHIP TEAM

Worship Defined: proskuneo "to make obeisance, do reverence to" (from pros, "towards," and kuneo, "to kiss"), is the most frequent word rendered "to worship." It is used of an act of homage or reverence to God. (Vine's Expository Dictionary of Biblical Words, (c) 1985, Thomas Nelson Publishers). The following are lists of resources to help you take things higher. Any list will vary according to the tastes of the ‘lister.’ We have tried to include a wide variety illustrating various styles that have worked for specific churches.

BOOKS

By Dr. Barry Liesch
  The New Worship: Straight Talk on Music and the Church

By Bob Kauflin
  Worship Matters

By Bob Rognlien
  Experiential Worship

By Dave Eastman
  Life-Changing Worship: Restoring the Spirit of Biblical Praise

By Tom Kraeuter
  Becoming a True Worshiper
  Developing an Effective Worship Ministry
  The Missing Element of Worship
  Guiding Your Church Through a Worship Transition
**TRAINING DVDS**

**Tom Jackson**
“Expressive Worship”
“OnStage”

**Paul Baloche**
Modern Worship Series on [www.leadworship.com](http://www.leadworship.com). This is a great series of DVD’s by Paul Baloche and others on aspects of leading, planning, and playing in a worship band.

Great training DVD for worship leaders or anyone wanting to learn more about how to run a sound system

**Web-Based Resources**
- [www.lifechangingworship.com](http://www.lifechangingworship.com) - companion web page to this book.
- [www.rivercitymusic.com](http://www.rivercitymusic.com) - great source for original music, samples of new songs, and lead sheets. All of this information is being moved over to lifechangingworship.com.
- [www.planningcenteronline.com](http://www.planningcenteronline.com) - worship planning web page. Very helpful in organizing and communicating worship orders to musicians, singers, technicians, etc.
- [www.freetoworship.net](http://www.freetoworship.net)
- [www.leadworship.com](http://www.leadworship.com)
- [www.1christian.net](http://www.1christian.net)
- [www.onstagesuccess.com](http://www.onstagesuccess.com)
- [www.training-resources.org](http://www.training-resources.org)
- [www.worshipmatters.com](http://www.worshipmatters.com) - companion web page to Kauflin’s book, listed above

**Worship DVDs**
(These have helped many to get ‘out of the box’ and consider new approaches)
- Hillsong, “Mighty To Save,” “Faith, Hope & Love”, and others
- Michael W. Smith, “Worship”
- Israel Houghton & New Breed, ‘Live From South Africa’
- Cece Winans, “Throne Room”

**Other Important Information:**
For Downloading Christian Music: [www.songtouch.com](http://www.songtouch.com).
For Lyrics / Copyright Permission: [www.ccli.com](http://www.ccli.com).
(This allows lyric projection, printed media, and the recording of live performances for an annual fee of about $400)
Software for Lyric Projection: MediaShout3
Appendix

Creative Ideas

USING SPOKEN WORD TO ENHANCE YOUR WORSHIP

Joshua Lutz, Worship Leader, Burlington, VT
(From the “Articles” section at www.lifechangingworship.com)

WHAT IS SPOKEN WORD?

The term “Spoken Word” has been used to describe numerous artistic movements over the course of many years. The Ancient Greeks used Spoken Word poetry in their Olympic Games, as did the Poets of the Harlem Renaissance and the Beatniks of the 1960’s. All of these groups (and dozens of others) have connected to the artistic flow of Spoken Word. Though general similarities in style exist between these groups, it is worth noting that the style of Spoken Word used in worship is slightly different in execution. For our purposes, Spoken Word refers to a number of disciples performing a dramatic reading of the Word of God in a worship service.

Spoken Word is an animated art form in which a small group of readers powerfully speak the word of God while paying special attention to the specific words themselves. This style of performance emphasizes the dynamics of tone and the finesses of facial expressions while utilizing the occasional subtle body gesture. It is used to communicate passages from the bible in a creative and powerful way in an effort to draw a worshipper’s heart closer to God. Spoken word allows us to hear biblical passages in a way that is different than what we may be used to, bringing the scriptures alive and impacting the listener.

Finding Spoken Word in Scripture

It goes without saying, but there is a definite power exhibited when God’s words are spoken. When God speaks, things happen! In His grand wisdom and ultimate authority God chose to speak the world into existence, when He said “Let there be light” in Genesis 1:3, there was light! All throughout the Old Testament there are examples of priests and prophets standing and reading from the law for an entire day while the people of God stood and listened in focused devotion.

In 2 Kings 22 the high priest Hilkiah finds the Book of the Law in the temple of the Lord after it had been forgotten for some time. When Shaphan the secretary reads the book of the Law to King Josiah, Josiah tears his robes and begins to decree reforms across all of Judah and Jerusalem because he knew that God’s people had not been obedient to His
word. We are told that Josiah stood before all the people of Judah and Jerusalem “from
the least to the greatest”, and read “all the words of the Book of the Covenant”. This act
of reading God’s words aloud led to God’s people renewing their covenant with Him and
pledging themselves to follow and keep his commands with all of their hearts.

In Nehemiah 8, we see Ezra the teacher of the Law bringing out the Book of the Law of
Moses and reading it before all of the God’s people. Nehemiah 8:3 says, “He read it
aloud from daybreak till noon as he faced the square before the Water Gate in the
presence of the men, women and others who could understand. And all the people
listened attentively to the Book of the Law.” We are told that the result of this reading
was one of worship and a resounding “Amen” from those who listened.

Using Spoken Word is a great way to infuse God’s words into our times of corporate
worship. As one body we can stand and listen attentively, pointing all of our focus to the
words of our Lord.

ASSEMBLING YOUR TEAM

In Romans 12:4-8 we are told the following about the body of Christ:
“For just as each of us has one body with many members, and these members do not all
have the same function, so in Christ we, though many, form one body, and each member
belongs to all the others. We have different gifts, according to the grace given to each of
us. If your gift is prophesying, then prophesy in accordance with your faith; if it is
serving, then serve; if it is teaching, then teach; if it is to encourage, then give
encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is
to show mercy, do it cheerfully.”

Both in scripture, and likely in our own experience, it is clear to see that God has
equipped us all with different abilities to serve his body in unique ways. You will find
that this also holds true in selecting Spoken Word readers. There are not necessarily any
hard and fast rules that will lead to the creation of the perfect Spoken Word team, but as
with anything else, special care should be used in positioning someone in this sort of
role.

The ideal candidate for your spoken word team will possess the following traits:

1) ORAL COMMUNICATION SKILLS

This can be summed up by saying that your reader must be able to speak powerfully,
clearly, lucidly, and thoughtfully. Your reader must have the ability to speak publically
in a comfortable and confident way; if the word of God is living and active your spoken
word reader should emulate that! Reading energetically is of utmost importance. This in no way means that your reader has to be loud or explosive. Some of the most commanding moments are those characterized by soft energetic inflection. The aptitude for precision and the capacity to deliver a range of dynamics are absolutely essential.

2.) **Theatrical Ability.**

This trait encompasses many other traits, and is closely related to the skill set described above, but is slightly different. Your spoken word candidate needs to be able to communicate the words they are speaking through their body language and facial movements. This means that they not only have to understand what they are reading in depth, but they also must be able to take what they intellectually know and communicate it physically. In the same way that an actor must study a script and contemplate and rehearse how they are going to deliver each line, your spoken word readers must be able to dig into the subtext of each word and the greater context of the passage in order to convey each line appropriately. Other theatrical basics include having a stage presence, understanding how to properly inflect, and the ability to paint imagery with word pictures.

3.) **Knowledge of the Word of God**

All in all, the most important trait for your Spoken Word readers to possess is to have knowledge of the word of God and a desire to serve Him humbly and faithfully.

Your readers will need to take some time in piecing together verses that are thematically coherent while being careful to not undermine the Word by taking anything out of context. Readers should have the spiritual maturity and ability to study out at length the full context of the scriptures that they will be reading to the body of Christ. Remember though that an intellectual understanding of scripture alone won’t result in the most effective reader; the first two traits should absolutely be present.

As a last thought, your reader must be able to work well with a team, be adaptable, take direction, and act on that direction. You are looking for trainable, malleable people that can grow with you.

**Final Thoughts**

There are a lot of creative ways that spoken word can be used to enhance your worship services. It is certainly a way to allow for a smoother flow of the worship service from one element to another. Many worship songs are based on scripture, some of them word for word! This creates a great opportunity to either foreshadow or echo a song with a Spoken Word piece that topically relates to that song, tying them together and achieving an unbroken flow in your worship service.
Using Spoken Word is a vivid way to bring more of God’s word into your worship service. When three or four skillful readers reach a point where they are able to play off of one another and appear to be one voice, the result can be very moving. In a skillful presentation of Psalm 150, you will be able to feel God’s surpassing greatness in their tone, you will hear the sounding of the trumpet and the clashing of the symbols in their voices, and you will desire to “PRAISE HIM” in the resonance of their crescendo.

Ultimately the Word of God will speak for itself. The most important thing is to remember to listen as Josiah did, letting the Word lead our hearts to Him in Life Changing Worship.
Basics of Hand Motions for Song Leading

Always keep beat on a level plane

Avoid excessive or "hot stove" motions - practice in a mirror
Keep motions smooth and relaxed - comes with practice
Beginning of every measure- hands always come DOWN "Down Beat"
Last beat of every measure- hands always go UP "Up Beat"
Always start a song by motioning the prior beat to the 1st note "IN TEMPO"

Time Signatures will be led in 2, 3 or 4 beats

All the Basic Beat Patterns shown below are right hand examples. The basic left hand motions would be a mirror image.

Sample songs noted below are not an exhaustive listing.

2 4 2 2 * 4 4 6 12 8
109 443 728 113 114 419 714
361 209 737 446 379 708
357 921 202 217 459
102 914 202 434
212 104 399 555
446

2

1 2

1 2

2

* Some songs in 2 beats can be done in 4 beats when tempo is slower.

3 4 8

110 461 364 451 460
362 375 428 460
466 438 432
427 457
359 463

3 4 8

3 9 8 3 6 8

110 461 364 451 460 358
362 375 428
466 438
427 457
359 463

4 4 C 12 8

4

113 433 456 370 401 929
385 372 365 412 932 910
397 351 366 465 915
465