

HEAD MUSIC CHA

Primarily your role as Head is to model "group reunion" with your section and/or other team members when appropriate.

If you are leading a section, you should begin and end each break out session and each day of the Weekend with group prayer. Share with the section members how the Lord is leading you in the areas of Piety, Study and Action. Encourage other members to share as well. Make prayer a priority both before and during the Weekend. Pray for the candidates, the team and your position. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

If you are not leading a section and serving as a "solo" Music Cha, make sure you are growing in your relationship with Christ through Piety, Study and Action. Share with others how the Lord is working in your life in these areas. Make prayer a priority both before and during the Weekend. Pray for the candidates, the team and your position. You should look to the Director/Head Cha for direction during the Weekend.

The Head Music Cha is responsible for planning, preparing and providing music during Team meetings and the Weekend. The Head Music Cha may or may not be responsible for leading a team of Music Chas -- this is Director's choice.

BEFORE THE WEEKEND

1. Before the team meetings

- Meet with the Director
 - Get a feel for the spirit and theme of the Weekend
 - Ask if there are special songs they would like sung on the Weekend or during Team meetings
 - Clarify the Director's expectations of your role during team meetings (lead praise and worship? provide music during communion? how long? when? etc.)
 - Begin planning for how you will teach these songs to others as appropriate
 - Would the Director like to use a song sheet or Power Point slides or both during the Weekend and Team meetings?
 - Discuss your ideas for song selection and any special music.
- Prepare and practice the music, including the VN Song. This may involve making copies of the music/words, organizing practice sessions with others, coordinating sound equipment for uses during team meetings and the Weekend. Anticipate and prepare as much as possible for songs to be played at various times during the weekend. Keep in mind: Friday is "Die Day", Saturday is "Rise Day", and Sunday is "Go Day."

2. At Team meetings

- Your specific role during team meetings is up to the Director and may include:
 - Leading praise and worship
 - Providing special music
 - Teaching selected songs to the team (i.e. the Weekend theme song)
 - Providing words to the music for Team members to follow
 - Arriving early for sound checks

- Lead Section Meetings (if appropriate):
 - Begin each section meeting with prayer and encourage grouping activities.
 - Review details about the responsibilities of the section. Many details appear in the Heads description that team members do not see. It is helpful to review these in advance
 - Make sure each section member has access to their position description
 - Plan for how these responsibilities will be carried out
 - If a Cha in your section misses a meeting, contact them to review details about both the team meeting and section meeting
 - Talk with the Spiritual Directors about songs that they might prefer during chapels, services, Talk, etc.
 - Talk with the Speakers about special music they might need during their Talk
 - Talk with the Head Chapel Cha to plan music in the chapel under the direction of the Spiritual Directors.
 - Keep an eye on the Director - they may need you to cut a session short or extend a music session during both team meetings and the Weekend. Remain flexible and always have an extra song or two ready if needed.

DURING THE WEEKEND

1. Music will be needed on an ongoing basis in the Conference Room, between Talks, during breaks, etc. Try to keep the Candidates involved in the Weekend through the music, balancing fun songs with worship songs.
2. Be sure to return to the Conference Room prior to the end of a break to begin fun/worship songs. This will encourage Candidates to return to the Conf. Room and get back into the flow.
3. At the Campground
 - Please make sure to arrive early
 - Check in with the Head Cha upon arrival to see if you have been any assigned anything specific to do
 - Set up and check sound/projection equipment as necessary
 - Conference Room -- work with the Communications Cha
 - Chapel -- work with the Head Chapel Cha
 - Kitchen -- work with the Head Kitchen Cha
 - Provide copies of song sheets to the Head Chapel Cha (if appropriate)
 - Post the weekend schedule in your section
4. At Send Over
 - You may be asked by the Pre-Weekend Couple to provide music before Send-over as Candidates are arriving, and/or during the Community Chapel following Send-over. This is a choice of the Pre-Weekend Couple. If you are needed at the Reception following Send-over and can not assume this role, work with the Pre-Weekend Couple to select another person to do this.
5. Lead song sessions in the Conference Room according to the Director's preference.
6. Lead music in chapel services, per the Spiritual Director's instructions

- Choose songs for each Chapel that go with the theme of that day. Use your copy of the Weekend schedule and other team information to grasp the theme progression of the Weekend (i.e., after the "Stations of the Cross" meditation you may want to sing, "Were you there when they crucified my Lord?")
7. Be sure to stay in the Conference Room during each Talk and be ready to lead singing at a moment's notice.
 8. Lead the singing for the blessing and thanksgiving at each meal. Watch for the signal from the Director or Head Cha when it is time.
 9. Assist in leading the singing of the selected or Weekend Song before every Talk.
 10. After introductions and table seating, you will teach the Weekend Song, or a selected song, to the candidates to sing before each Talk. Check with the Director about the specific time.
 11. After the Christian Relationships Talk on Saturday afternoon (before lunch), you will tell the history of the De Colores song and teach it. The history is included in the Directors Guide. You will then lead the group to the dining hall singing it.
 12. Team chapel
 - You are responsible for the music at Team chapel, but cannot lead it since you will be in the Conference Room. Therefore, plan for and work with someone else to lead worship in Team chapel Ideally, one or more Chas in the kitchen who has musical ability can assist with this
 - Includes music during communion
 - Team chapel is an area that sometimes is short-changed because of everyone's focus is on the candidates. Encourage everyone to stop "doing", at least for worship and communion. Make sure the chapel is set properly and music meets the needs of the team members.
 13. The mood and tempo of the Weekend builds as the weekend goes on. Always be flexible - you can buy time, fill time and save time.
 14. Remain open to the leading of the Holy Spirit. Perhaps you planned to sing "Lord, I Lift Your Name on High" but the Holy Spirit is urging you to play "Holy Ground" - pray for His will in the decision.
 15. Line the walks when Candidates move from one place to another. Head Cha will tell you when.
 16. You may be asked to serve as the candle lighter during the second Director's talk on Friday evening. Verify this with the Weekend Schedule or Director before the Weekend begins.
 17. Verify this with the Weekend Schedule or Director before the Weekend begins. You may be asked to serve as candle lighter for the Spiritual Directors' talks and blow out candles after their Talk is given. Verify this with the Weekend Schedule or Director before the Weekend begins.
 18. The Director might want some quiet worshipful singing during the Commitment Card dedication. Check on this before the weekend.
 19. You might be called on to lead Amazing Grace at Closing. If so, remember that everyone is tired, excited to see their loved ones and ready to go home - sing one or two verses at most!

20. You may find it helpful to meet each evening with the Director and Spiritual Directors to review plans and any last minute changes for the next day's music.

GUIDELINES FOR HEAD MUSIC CHA

1. Be available to the Director at all times. A Music Cha will be with the candidates at all times to lead singing whenever called upon. The challenge for the Music Cha is that each weekend is unique and that your main requirement is to be flexible. This means being willing and able to stop and change directions, being prepared to do much more music than you will actually do. Music should add to the Weekend, not *be* the Weekend. It should help enhance the Weekend, never manipulate it. **Always stay in eye contact with the Director**, even in the dining hall for blessing and thanksgiving. Wherever the Director is, that is where you should be.
2. The Head Music Cha should be the final arbiter of what music is played or sung in the chapel under the direction of the Spiritual Directors, including "specials." The Head Chapel Cha should collaborate with the Head Music Cha in Team meetings and follow his/her directions on music for the weekend. The Chapel is under the authority of the Spiritual Directors. They have full reign in what goes on there unless the Director says otherwise.
3. You are responsible for getting yourself and your section up in the morning - bring an alarm clock.
4. You will receive a prayer palanca schedule before the Weekend begins. If a Cha from your section is scheduled for prayer palanca at a time that conflicts with the preparations in your section, it is your responsibility to find a replacement (possibly from another section - check with their Head) and communicate that change to the Head Gopher.
5. By Sunday of the Weekend, realize that you will be exhausted and the team and candidates will be exhausted. This may be the most important day of the Weekend for the Music Cha, who must stay alert down to the final stretch. Leading in expression of joy, thanksgiving, and praise are essential to the sustained revival that keeps everyone's focus on Jesus. Try to select songs that reflect and reinforce what is going on now - songs about Knowing God's Will, Living Your Faith, and the Great Commission (Beyond VN).

SAMPLE MUSIC SCHEDULE**FRIDAY - Die Day**

Team Chapel	Short Praise and Worship Set	10-15 minutes
Conference Room	Short Praise and Worship Set	10-15 minutes
Candidate Chapel	Soft Music upon entry Praise and Worship Set Communion Music	5-10 minutes 10-15 minutes 3-5 minutes
Conference Room	Short Praise and Worship Sets (As appropriate)	10-15 minutes
Crucifixion/Foot Washing Service	As directed by Director/S.D.	As directed

SATURDAY - Rise Day

Morning Chapel	Soft Music upon entry Praise and Worship Set Communion Music	5-10 minutes 10-15 minutes 3-5 minutes
Break, a.m.	Short Praise and Worship Set	Until all Candidates return
De Colores	Teach to Candidates	5-10 minutes
Break #1, p.m.	Short Praise and Worship Set	Until all Candidates return
Break #2, p.m.	Short Praise and Worship Set	Until all Candidates return
Break #, p.m.	Short Praise and Worship Set	Until all Candidates return
Forgiveness Chapel	Special Music	15-20 minutes
Sharing Time (after)	Special Music	As directed

SUNDAY - Go Day

Morning Serenade (& practice)	VN Song	20 minutes
Morning Chapel (Petition)*	Soft Music upon entry Praise and Worship Set Communion Music	5-10 minutes 10-15 minutes 3-5 minutes
Crowning (at Breakfast)	See Director/S.D.	As directed
Break #1, a.m	Short Praise and Worship Set	Until all Candidates return
Break #2, a.m.	Short Praise and Worship Set	Until all Candidates return
Jacob Chapel	Special Music	As directed
Break #1, p.m.	Short Praise and Worship Set	Until all Candidates return
Break #2, p.m.	Short Praise and Worship Set	Until all Candidates return
Commissioning Ceremony	Special Music	As directed
Closing	Lead Community in "Amazing Grace"	5 minutes

- This is generally the longest chapel of the weekend. For this reason, it is best to have many resources prepared. The music should not intrude into what is going on at the cross, but should sustain and prepare those who have already prayed or those who are waiting to pray. It is best to have two or three musicians playing instrumentals or very soft hymns, each doing two or three songs and then the next one doing 2 or 3. It is also possible to have some taped music prepared. However, it is not essential to have constant music. It is important to be simultaneously sensitive to the leading of the Holy Spirit, but with one eye open to the Director and Spiritual Director.