



# Ministry Guide

## Worship Leader

# Introduction

Leading Worship is about much more than just picking songs for a Sunday service. We're entrusted to speak life into our team and our entire congregation. We heavily lean on God's promises through his word and prayer to make this happen every week. Though Worship Planning and Scheduling Volunteers is a big part of what we do, it's not the reason why we do it.

ChurchTrac can streamline your Worship Planning and Volunteer Scheduling. The software is organized into 7 different sections or "Screens" which you can navigate. These screens include:

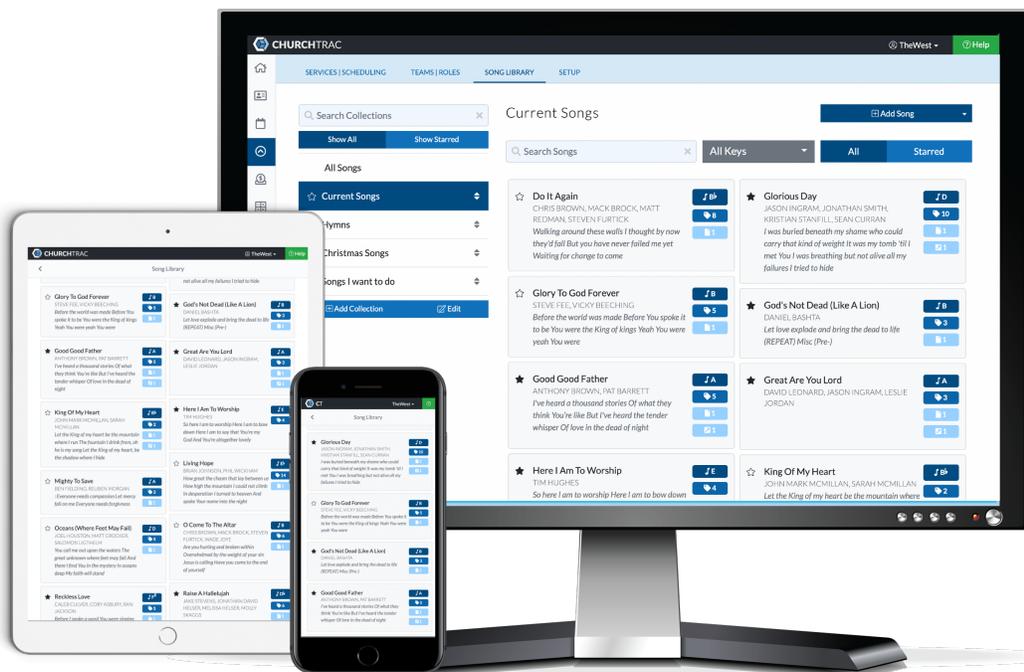
1. Home/Dashboard
2. People/Families
3. Events/Attendance
4. Worship/Scheduling \*Plus Plan Only
5. Giving/Pledges
6. Accounting/Budgets \*Plus Plan Only
7. Settings

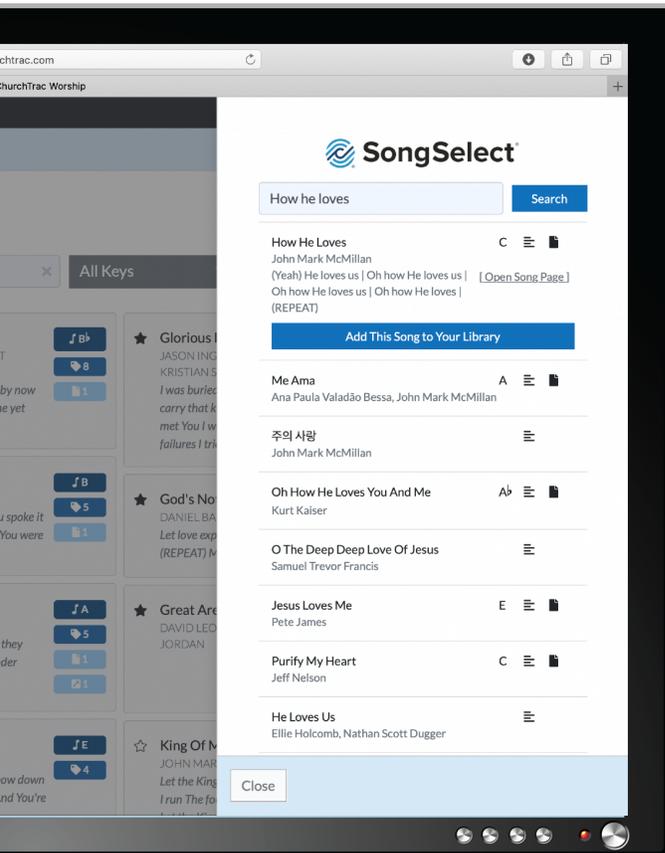
As a Worship Leader, you will primarily be using **Worship/Scheduling** Screen. In this brief overview, we are going to cover how you can use ChurchTrac to build a Song Library, develop worship outlines, and schedule all of your musicians and volunteers. For our in-depth detail on the software's features, go to [www.churchtrac.com/support](http://www.churchtrac.com/support) for the Online User Guide.

## Song Library

### Question #1: How do you store and organize all of your songs?

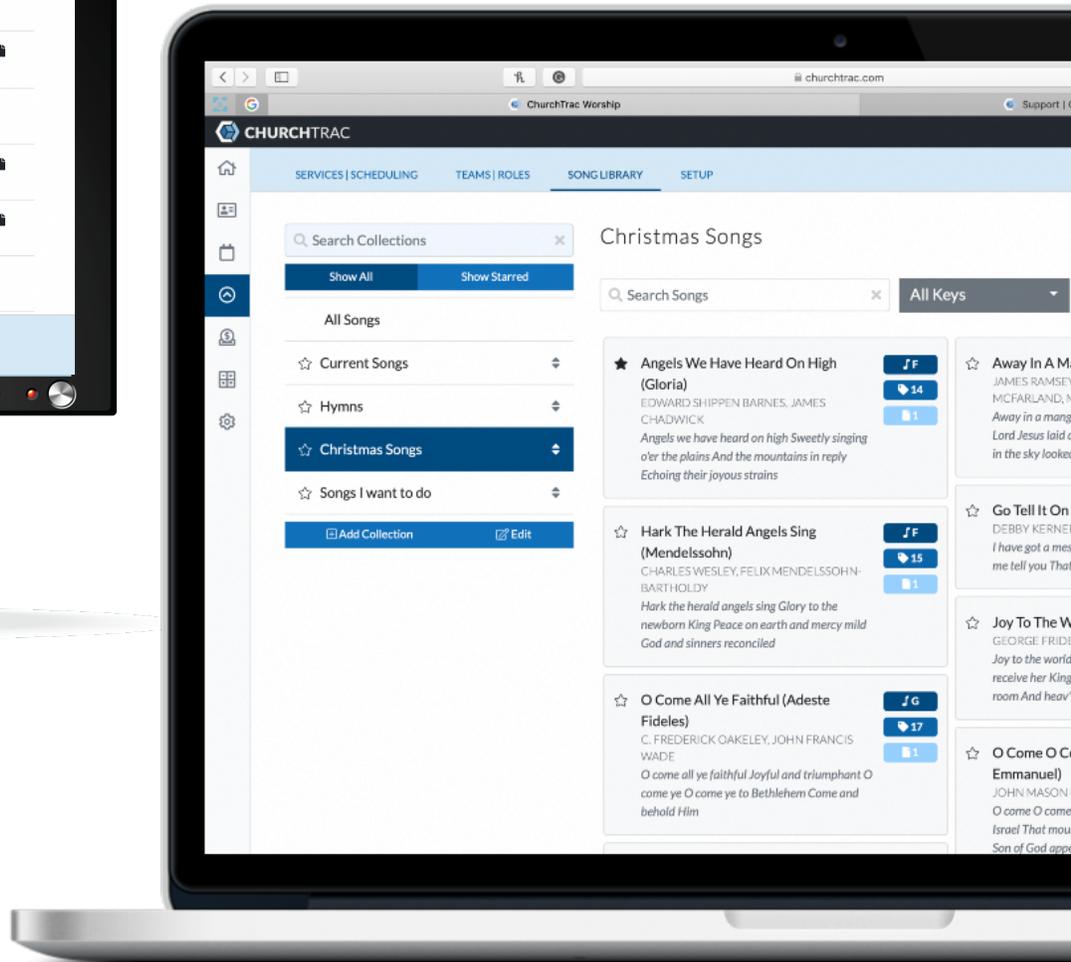
With the Song Library, you can easily store and organize all of your songs to the cloud. Access them at anytime from any computer, tablet, or smartphone. Add PDF's, Audio, Links & more!





## Using SongSelect

With our SongSelect Integration, you can link your SongSelect account (Paid SongSelect subscription required). This makes it even easier to import songs into your Song Library. Along with tags and other song information, you can import lyrics and chord charts in seconds! Learn how to link your [SongSelect Account](#).



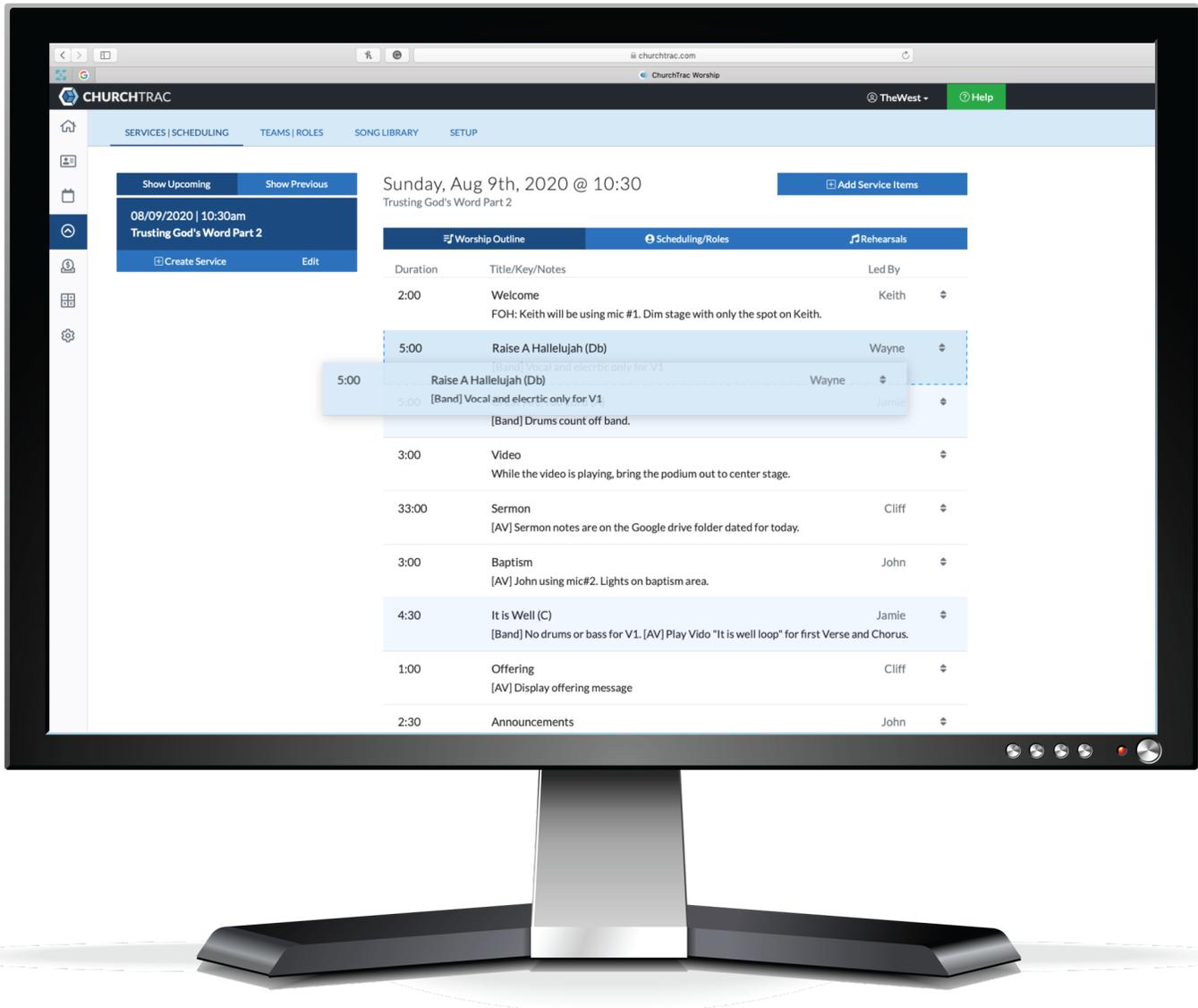
## Collections

As you add/import songs into Song Library, you'll want to organize them in a way that makes them easier to manage. That's what collections are for!

Make a collection for Hymns, a collection of popular radio songs, songs that are your favorite and more! For things like Christmas Music, collections are great as they enable you to keep them out of the way until you need them. As you use collections, you'll begin to wonder how you operated without them.

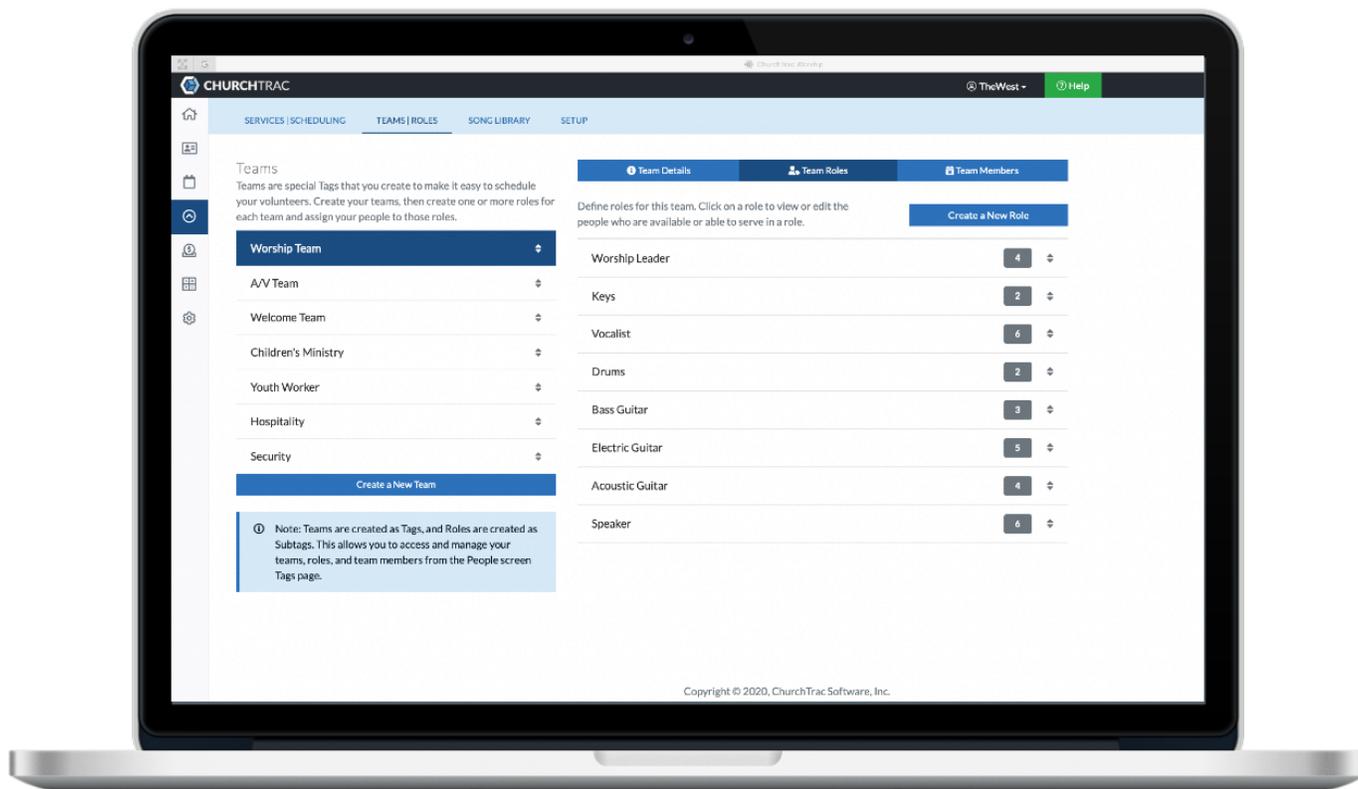
# Worship Outline

Build Worship Outlines for you and your entire team. Your outlines are made up of both Service Elements and Songs. You can add durations, notes, and also designate who is leading. The Worship Outline can be accessed from any web device and printed out hard copies too.



ChurchTrac gives you the ability to create as many outlines as you'd like for as many Services/ Events that you have. You also have the option to designate which calendar you want the event to appear on, Location, Memos, and even create Service Tags for organization. Most importantly, you can create a template from any Service that can be used for your future services.

You can re-arrange your Service Elements and Songs at anytime by clicking the arrows to the right of the Service Items.

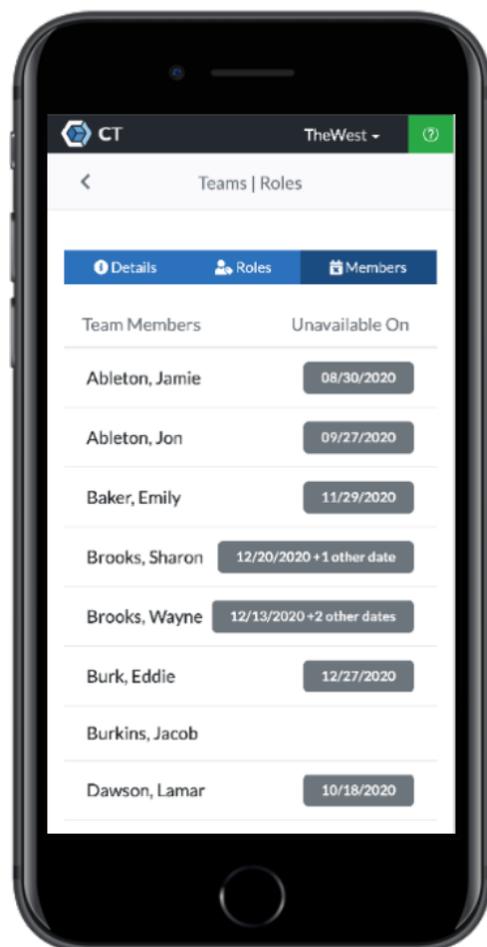


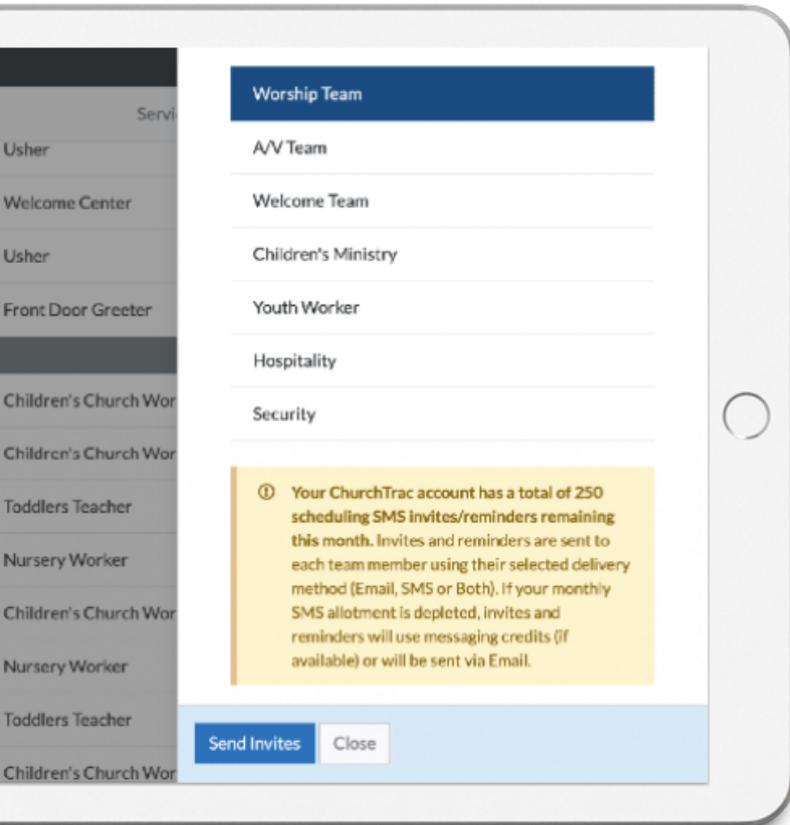
## Teams | Roles

Plan and Schedule your musicians & volunteers by creating Teams and Roles. Depending on the needs of your ministry, you could have as little as one Team and a Handful of Roles, to as many as 15 Teams and a Hundred roles! Teams | Roles goes well beyond the Worship Team, giving you the ability to schedule all volunteers that contribute to a weekly service.

You can even designate leaders over each team that you create. The team leader is who is responsible for scheduling this team. They also will receive email notifications when a team member accepts or declines an invitation. A team leader needs to have a ChurchTrac User Account to have these privileges. Learn more about creating ChurchTrac User Accounts [HERE](#).

Your team can update their availability at anytime through Church Connect. As they set dates that they are unavailable to serve, you will have access to that in real time from any smart device. To see each person's availability, go to the "Members" tab of the Team that you wish to view availability for.





## Scheduling

Once you've added your Songs, built your Outlines, and created your Teams... It's time to Schedule!

You can send scheduling requests to your people via email, text messages or both at the same time. You can send a scheduling request to every team, or select the teams individually. As your people respond, you can know their status immediately.



## Reminders

***"I didn't know I was scheduled!"***

We've all gotten those text messages before. It's the worst! With Scheduling Reminders, you can avoid having this happen to you. Set an automatic scheduling reminder to be sent to your volunteers 1-4 days in advance. Turn your "I didn't knows" into "I can't waits"!

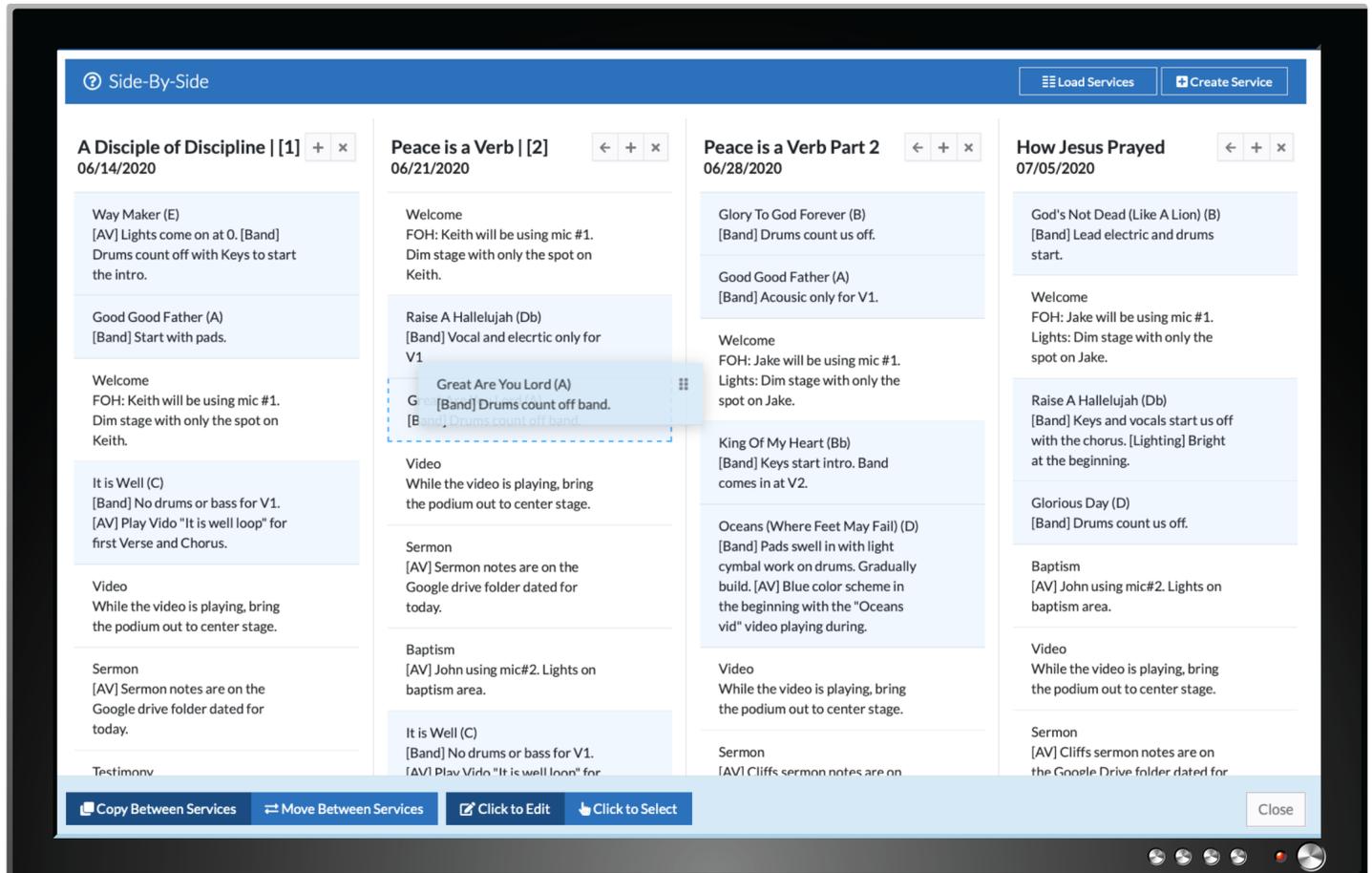
Since the system can send reminders to your people, you can start to schedule them even more in advance. This is perfect for those volunteers serving in Roles that may not be a "rehearsal" type of Role. Think AV, Door Greeters, Ushers... and everything else in-between.

We recommend scheduling your people at least a couple weeks in advance. This gives your musicians and volunteers plenty of time to be familiar with the songs while also giving you a buffer in case you need to call an audible and switch things up.

Speaking of scheduling in advance, we have another amazing tool to help with that that...

# Side-By-Side

Side-By-Side gives you the ability to view up to 4 services...well...side-by-side. This makes it a breeze to plan your services for the month, or compare one service to another.



SBS gives you the ability to copy items between services, or just outright move them. You can also select multiple service items to either move, copy, or delete in mass.

One more thing...You can copy and move Roles and People too! When it comes to scheduling your worship team and other volunteers, SBS will be your go to. We find that large teams use SBS for ALL of their scheduling. Seriously!

# Takeaway

Let this Ministry Guide be a starting point for you in planning your Worship and Scheduling your musicians and volunteers. We didn't even begin to scratch the surface of the other great features like Chord Transposition or the other screens that are built into ChurchTrac like People/Families.

For a more in-depth guide into ChurchTrac's core features, go to our support page to see the ChurchTrac User Guide. You can access the support page by clicking the Help button or going to [www.churchtrac.com/support](http://www.churchtrac.com/support).

Till next time 🙌