



**westwood**

Worship Arts Handbook

# westwood

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## Purpose

*“To know God and share Jesus.”*

Our purpose in both the Worship Arts department and greater Creative Arts Department, is to host life-transforming encounters with God and each other through creative worship. *“We steward moments of Spirit-led creativity that inspire people to know God and share Jesus.”*

This document is an extension of this purpose as it outlines the varying resources available and/or utilized by the Westwood Worship Arts Department. This document is a living document, and changes may be made at any time. Please contact Briegette Kirchmann if changes or adjustments need to be made.

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## Expectations

### General Expectations:

- a.) *Please come prepared & well-practiced.* Our band rehearsal time is a place to finetune transitions and tricky sections, not a place to practice the song. We ask that you come to rehearsal knowing your parts and ready to play them in a band context.
- b.) *Call Time vs. Start Time.* We use the language of call time and start time. Call time is an allotted time for you to set up your instrument, adjust your in-ears, tune, etc. Start time is the time we will start rehearsal. We ask that you be ready to play the first chord at start time.
- c.) *Memorize, memorize, memorize.* We do not utilize music stand for musicians. Please know the chords and lead lines to the songs by memory. We also ask that vocalists memorize their lyrics. The confidence monitor is to give you confidence, not be a crutch!
- d.) *Be clean & put together.* We invite you to represent your style, however; we do have some guidelines. We ask that there be no shorts, no large graphics or brands, and we also ask that holes be to a minimum. You will be in front of a large, multi-generational congregation.
- e.) *Planning Center.* We utilize a resource called *Planning Center Online*. This allows us to schedule you, share sets and keys, as well as have a general flow of the service. We ask that you have access to this website through either website or app.
- f.) *Yamaha Monitor Mix.* All our venues utilize *Yamaha Monitor Mix* as a resource to mix your own in-ear monitors. We ask that you come to your first rehearsal with this app downloaded. Your WL will walk you through how to set up the app as well as any venue specific mix requirements. *(If you are unable to download the app for various reasons, our sound engineers can mix your in-ears for you.)*
- g.) *In-Ear Monitors.* Our venues are outfitted to accommodate in-ear monitors. We ask that you bring yours to each rehearsal and service. *(If you do not own in-ears, we do have some available for use. Please let your WL know so we can plan accordingly.)*
- h.) *Paylocity.* Our HR team utilizes this app to conduct all payments. Once your WL has connected you with an HR Representative, you will receive instructions walking you through how to download, sign in, and use the app. We ask that all hours be billed in a timely manner, within the same pay period services were rendered.

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## Expectations: Instruments

### **Drums:**

- Learn and rehearse songs for Sunday. We post a rehearsal recording every week that is a guideline for what we're looking for. We also attach links for the original song in PCO.
- Learn and memorize songs and all parts with a metronome. We utilize both click and guide, so be prepared to have this in your IEM's.
- Practice building the song in different places to allow yourself maximum flexibility during the service.
- Attend rehearsal. Your WL will be in contact with you about when your rehearsal time is.

### **Bass Guitar:**

- Maintain gear (ie. replace guitar strings if they are old and rusty)
- We post a rehearsal recording every week that is a guideline for what we're looking for. We also attach links for the original song in PCO.
- Learn and memorize songs and all parts with a metronome. We utilize both click and guide, so be prepared to have this in your IEM's.
- Attend rehearsal. Your WL will be in contact with you about when your rehearsal time is.

### **Electric Guitar:**

- Setup tone and fx to capture the vision of each song. A rehearsal recording will be available in PCO as well as links to the original song.
- Maintain gear (ie. replace guitar strings if they are old and rusty)
- Learn and memorize songs and all parts with a metronome. We utilize both click and guide, so be prepared to have this in your IEM's.
- Attend rehearsal. Your WL will be in contact with you about when your rehearsal time is.

### **Acoustic Guitar:**

- Learn and rehearse songs for Sunday. A rehearsal recording will be available in PCO as well as links to the original song.
- Maintain gear (ie. replace guitar strings if they are old and rusty)

- Learn and memorize songs and all parts with a metronome. We utilize both click and guide, so be prepared to have this in your IEM's.
- Attend rehearsal. Your WL will be in contact with you about when your rehearsal time is.

**Keys:**

- Learn and rehearse songs for Sunday. A rehearsal recording will be available in PCO as well as links to the original song.
- Learn and memorize songs and all parts with a metronome. We utilize both click and guide, so be prepared to have this in your IEM's.
- If you're planning to bring a midi rig, please communicate this with your WL *prior* to rehearsal.
- Attend rehearsal. Your WL will be in contact with you about when your rehearsal time is.

**Expectations: General**

- **Contact:** Your WL will contact you via text 4-5 days prior to the service you are playing with any specific notes, changes, or updates. Please be sure to take note of these texts as they will contain pertinent information.
- **Life Happens:** We understand and anticipate for life to happen. Please communicate *early* if you are knowingly unable to make a committed date. The earlier, the better. We also know that things can happen unexpectedly and last-minute. While we have grace and are willing to accommodate, repeated instances of last-minute cancellations and/or missed rehearsals will be taken into consideration by the WA team in terms of re-employment.
- **Punctuality:** We aim to be as efficient as we can with our rehearsals and run-throughs, but this requires our band members to be punctual. We want to respect your time! Please refer to the venue specific timeline below: *times are subject to change but will be communicated by WL.*

**Chanhassen:**

*Tuesday Rehearsal:*  
Call Time: 6:45pm

*Sunday Run*

*Through:*

Call Time: 7:30am

*Service Times:*

9am & 10:30am

**Bush Lake:**

*Sunday Rehearsal:*

Call Time: 6:45am

*Service Times:*

9am & 10:30am

**Westonka:**

*Sunday Rehearsal:*

Call Time: 6:50am

*Service Times:*

9am & 10:30am

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## Payment

*The compensation listed below is what is currently being used (last updated 04/2022). This is subject to change at any time but notice of change in compensation will be given. We utilize the payroll system Paylocity. Once you have begun the onboarding process, an HR Representative will send you all information needed to set your payroll account up. Any questions regarding this may be sent to our HR Representative, Rachel Berka.*

*Please note: Westwood views our musicians as employees; therefore, we onboard you to pay you as such. Proper taxes are deducted from your check, and you will be paid via Paylocity, biweekly, in accordance with our payroll calendar. The onboarding process should be completed as soon as possible so we can ensure you are paid timely, during the subsequent payroll following your services rendered.*

**Hourly Rate: \$37.50**

**Prairie Side (PS): \$225**

*Tuesday Rehearsal: 2 hours*

*Sunday Service: 4 hours*

**Bush Lake (BSL): \$200**

*Sunday Service: 5.5 hours*

**Westonka (WST): \$225**

*Sunday Service: 6 hours*

*\*requires set up and tear-down of equipment\**

**Easter:**

**PS:**

**BSL:**

**WST:**

**Christmas:** *based on 2022 numbers, subject to change*

**PS:** 28hrs, \$1,050

**BSL:** 12hrs, \$450

**WST:** 12hrs, \$450

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## Contacts

### WORSHIP ARTS

**Titus Decker:** *Worship Experience Director (Chanhassen)*  
[titus.decker@westwoodcc.org](mailto:titus.decker@westwoodcc.org)

**Yoni Fitsum:** *Worship Director (Chanhassen)*  
[yonathan.fitsum@westwoodcc.org](mailto:yonathan.fitsum@westwoodcc.org)

**Caleb Van Natta:** *Worship Pastor (Westonka)*  
[caleb.vannatta@westwoodcc.org](mailto:caleb.vannatta@westwoodcc.org)

**Briegette Kirchmann:** *Worship Associate (Bush Lake)*  
[briegette.kirchmann@westwoodcc.org](mailto:briegette.kirchmann@westwoodcc.org)

### HUMAN RESOURCES

**Rachel Berka:** *Payroll and Benefits Manager (HR Representative)*  
[rachel.berka@westwoodcc.org](mailto:rachel.berka@westwoodcc.org)