

Job Descriptions – What do team members do?

- **Music**

The Responsibilities & Privileges of A Music Cha

1. Purpose and Atmosphere

The purpose of the music is to enhance our growing awareness of the closeness of God.

The music changes the environment and the atmosphere of the Rollo Room and the Chapel quicker and more effectively than any other aspect.

Music chas may pray for sensitivity to the needs of the guests in this regard.

The atmosphere will change rapidly from comic relief to quiet worship to warm, sharing community.

The focus is always on our relationships with Christ and each other.

Opening hearts is our goal here.

We are aiming to free our guests to spend time communicating with God.

Enter into this privilege, an encounter with the Holy Spirit, and enjoy this precious opportunity yourself.

2. Team Meetings

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. Communion is offered as a part of the worship service for each meeting. It is the Music Chas' responsibility to provide music leadership for team meetings and team worship services.

The Head Music Cha plans singing for team meetings, practicing the music to be used on the weekend. Also, the Head Music Cha must coordinate with the Head Pastor to plan worship at team meetings.

Head Music Cha is responsible for reporting names, authors, publishers and numbers of copies of any music that will be used which is not included in our songbooks. North Carolina Presbyterian Pilgrimage holds a Christian Copyright License, Inc. subscription for copying copyrighted material. Copyright information and our CCLI copyright license number are to be included on song sheets. If songs are to be printed for song sheets or recorded for tapes or CD's, permission may be obtained from the Leadership Council Music Liaison.

First team meeting

- bring songbooks from the warehouse
- locate, distribute and collect songbooks
- lead worship music
- pray for guests, team and weekend
- get to know each other and the responsibilities of Music chas.
- review responsibilities for the weekend.
- assign responsibilities to be accomplished previous to weekend
(i.e., choose primary music selections, coordinate copying song sheets for additional music, copies of new music for chas, plan set-up with sound system in Chapel and Rollo Room, may need two systems)
- make copies of the schedules in this manual for worksheets
- join into all team activities, critiques, prayer and sharing

Second team meeting

- pray for guests, team and weekend
- bring songbooks and song sheets
- lead practice of songs for the weekend
- lead worship music
- join into all team activities, critiques, prayer and sharing
- plan special performance selections for the weekend

Third team meeting

- pray for guests, team and weekend
- lead worship music
- plan for additional needs
- plan schedule of music
- request worship order for the weekend from Head Pastor
- pray for the freedom of the Holy Spirit to move before and during the weekend.
- decide on final list of songs for song sheets and turn it in to the Music Liaison on Leadership Council for copyright permission and information
- join into all team activities, critiques, prayer and sharing

3. Supplies

From storage

- comprehensive music book (blue loose-leaf binder)
- songbooks

Other supplies needed:

- song sheets are often provided, at the discretion of the Head Music Cha, to supplement the music in the songbooks.
- sound system for Chapel
- sound system for Rollo Room
- extension cords
- duct tape to secure cords to floor
- music stands, may need several for chas
- additional lighting

Be cost conscious. God will provide all we need to bring this weekend together. Work together to use Reunion groups and resources in your area to avoid unnecessary receipts.

Ask your Head Cha for average budget amounts for your area. If you have receipts to submit, mark with your area, your name, and your address. If you make a donation for supplies, please turn in your receipts marked DONATION, DO NOT REIMBURSE. Turn in all receipts to the Head Cha for reimbursement or cataloging. We need to catalog all our expenses for future teams.

4. Set-Up

Set-up at camp on Thursday will involve preparing for team meetings with worship and set-up for all areas of service.

Music will need to be ready for:

- Thursday team meeting
- Commissioning Service in the Rollo Room
- Thursday night devotions in the Chapel.
- Sound system in the Rollo Room
- Sound system in the Chapel
- chairs for music chas
- lights for music chas, batteries

When guests arrive to register Thursday, Music chas may help by transferring luggage to the rooms and helping outside chas as required.

Guitars should be prepared to lead De Colores at Send-off for Fourth Day Community. Fourth Day may need copies of the words to De Colores, which only appear in the Pilgrims Guides.

5. Responsibilities

• Sound

The music chas will have to be in control of the sound systems in the Rollo room and the chapel. If the speakers cannot be heard the purpose of the weekend could be defeated. There are often guests who do not announce their hearing problems or who are situated in a “dead area” in the room. Frequently ask several people in different places if they can hear everything from the microphone. Also, the HVAC systems in both buildings interfere with sound when systems cycle on.

• Morning And Evening Devotions

Be sure to consult with the worship leader at the team meetings prior to each day’s services. They often have prepared an order of worship with music selections and other requests you will need to know.

Be flexible. Services may or may not conform to our anticipated schedules. Always try to be prepared to add music to fill delays or delete music at a moment’s notice.

Music chas may choose to receive communion first or last. Please confirm with the worship leader for his or her preference. Accapella music is appropriate during this time and may be led by the community while music chas are being served.

• Meal Times

Guitars and musicians will lead the group in singing the “Blessing Before Meals” and the “Thanksgiving After Meals”.

• Rollo Room

Music chas lead the group in music for fun and fellowship in the Rollo Room. Music may be needed at a moment’s notice to fill out the schedule or bring the group back in from a break. The weekend should begin with welcoming songs that include the guests by being more familiar. We gradually add new music that sets the mood and the tone for the Spirit at work on the weekend.

Special requests are included before the rollos for each professor. Ask the Professor Cha for a list of all the speaking professors’ choices. “Blessed Are They” is the professor’s introduction to his/her talk.

- **Service Of Wholeness And Healing**

Prepare sufficient music to be sung for a very long (more than one hour) service. Be prepared to add music up for up to two hours. It is IMPORTANT that all music during this service be sung out loud by the entire group in order to mask the continuing confidential conversations being held between the individuals and the pastors. We usually begin with a poster of the music selections and page numbers in the songbooks and add numbers verbally as we need them.

List many more songs than you think will be required. It is disruptive to the service to have to call out numbers in the songbook if this can be avoided.

- **Clausura or Closing**

Clausura is the final service of the weekend. The guests will wait at the Rollo Room with the rector and head cha. Music chas and the rest of the team will assemble at Clausura to lead the 4th Day community in singing “welcoming songs” (De Colores) as the guests enter.

Don’t forget to consult with the pastors concerning what music they will request. They may be able to give you a printed order of worship ahead of time.

Thursday After Guests Arrive:

6:15 pm Assemble for reception
6:30 pm Registration
7:00 pm Send-off

<i>De Colores</i>	
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Rollo Room

7:15 pm All team to Rollo Room for Ice Breakers

Swing Low/I'm Gonna Sing/When the Saints?

Rector talk
Introduction of Team and Chas

<i>Servant Song</i>	
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8:00 pm Guests to rooms
8:20 pm Second Rector talk "Why Are You Here?"
Meditation "Know Thyself"

Chapel

8:50 pm Light candles, put out rosebud
8:55 pm Meditation -"Three Glances of Christ"
"Way of the Cross" --Leader

<i>Special Music*--After Way of the Cross</i>

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Hymn--After Apostles Creed

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Evening Prayers
9:50 pm Chapel closes -**SILENCE MAINTAINED**
10:10 pm Head chas meet in Rector's room (OPTIONAL, Rector's choice)

*special music has been "Via Dolorosa", "I Saw a Man", or some other solo, etc. relating to the gift of the crucifixion of Christ. Music chas may choose.

Friday

6:00 am Team awakened

Chapel

6:25 am Light candles put out rosebud

6:30 am Team - Silent prayer

Quiet instrumentals	
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7:00 am Meditation - "Prodigal Son"
Communion Service--Leader

Special Music – After meditation?	
Song Before Communion	
Communion Songs:	

Dining Hall

8:05 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

9:45 am Pray-in "Ideals" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:00 am Pray-in "Grace Given"--Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

Dining Hall

12:30 pm Lunch

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

1:45 pm "Laity" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

3:00 pm “Grace Received” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

5:00 pm “Piety” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

Dining Hall

6:45 pm Dinner

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

7:45 pm Decuria, TEAM present

Chapel

9:15 pm Meditation “Examination of Conscience”—Leader

Special music after the Lord’s Prayer?

9:55 pm Chapel closes

Rollo Room

10:10 pm Team Meeting –

- *Thank team for encouraging guest participation*
- *Check with worship leaders for requests and order of worship.*
- *Practice “Holy Ground” for luminaries with team*
- *Announce when to leave decuria for “Holy Ground”*
- *Assign chimes if you have them*
- *Practice “Good night” for Saturday night lullaby if used.*

Saturday

6:00 am Team awakened
Wear crosses

Chapel

6:30 am Silent prayer, team and guests

Quiet instrumentals	
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7:00 am Meditation "Figure of Christ" (Walk to Emmaus passage)

Special music ?	
Are Not Our Hearts	
Have You Seen Jesus My Lord?	

Prayers
Communion Service-- Worship Leader

Dining Hall

8:10 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

8:45 am "Study" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

10:30 am "Sacraments" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:25 am Chapel Visits by Table

Dining Hall

6:45 pm Dinner

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Serenade

Rollo Room

7:30 pm Decuria

Singers leave with one poster remaining to be described

Outside

8:30 pm Luminaries – *Music chas lead “Holy Ground”*

Chapel

9:55 pm Saturday Night Devotions

10:15 pm Chapel closes

10:30 pm *Team meeting –*

- *Check with worship leaders for requests, order of worship for Clausura..*
- *Practice “Peace” song*
- *Talk about “Peace” procedure. Remind rector to ask guests to put their letters away before we sing. “We have one more gift for you.”*
- *Assign two music chas to go with rector and guests to Service Card Dedication to play background music.*
- *Plan break-down of music equipment and packing procedures for Clausura.*

Sunday

6:00 am Team awakened

Chapel

6:30 am Meditation time, team and guests

Quiet instrumentals	
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7:00 am Meditation “Christ’s Message to the Pilgrim”

Communion --Worship Leader

Dining Hall

8:15 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

9:00 am “Environment” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

10:05 am “Life in Grace” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:05 am “Christian Community”--Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

Dining Hall

12:20pm Lunch

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Rollo Room

1:15 pm "Total Security" --Professor _____

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

2:00 pm Palanca bags

Peace Song	
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Chapel

3:15 pm Dedication of Service Cards

Two music chas go with guests to Chapel. The rest remain in Rollo Room to set up for Clausura.

4:15 pm Clausura --Worship Leader _____

Welcoming songs --"DeColores"	

6:00 pm Help with camp breakdown until complete