

W o r s h i p M u s i c M i n i s t r y **T R A I N I N G C O U R S E**

Dan Ryker, © 2005 Ryker Studio, www.danryker.com

Worship Ministry Organization

- ◇ Organization is not the most glamorous part of worship ministry, but it is essential.
- ◇ In the following points I will mostly be explaining the way I have decided to organize myself for ministry. You will probably find many ideas that would also be helpful to you, but you do not need to feel obligated to use every idea listed here in order to be effective in ministry. There are certainly other ways to do things that can work just fine.

Why organize?

- ◇ It minimizes frustration among your team members
 - ◇ People feel like you value them and respect them more when you guard their most valuable commodity; their time.
 - ◇ On the flip side, people are easily frustrated when they feel their time is not being respected by:
 - ◇ Not communicating in advance, so they can plan ahead.
 - ◇ Mis-scheduling them,
 - ◇ Wasting time in rehearsals with no chord charts or needing to make more copies
 - ◇ Etc.
- ◇ It saves you time
 - ◇ Often we think of organization tasks as time wasters, but really they save us time when they are kept up to date. We are more efficient.
- ◇ It keeps us from forgetting things or having to do things at the last minute. More peace in your life.

Data management tools

- ◇ There are many types of data that a worship leader needs to keep track of, and so it is important to have a system to help you.
- ◇ Technology is a powerful tool in today's world, and it is worth the time and financial investment to be able to use some of the available technology forms.
- ◇ PDA
 - ◇ The use of a PDA or Personal Data Assistant can be incredibly useful. These are small, palm sized computers that you can take with you anywhere.
 - ◇ In worship ministry, your job occurs in many locations and so it is very useful to have a PDA that can go all of those places with you.
 - ◇ The information (data) that is in your PDA also syncs to your desktop computer whenever you go back to the office or home. That way you always have up to date information wherever you are working.

Various Applications

- ◇ Contacts
 - ◇ Worship ministry is all about people, and you need to know how to get in touch with them.
 - ◇ A PDA lets you carry hundreds of peoples' contact information in a tiny space.
- ◇ Categories
 - ◇ It is wise to use the category function on a PDA to organize the contacts so you can easily find them.
 - ◇ You can search the contacts by one or more category, making it easy to know what list of people to call or email, etc.

- ◇ You can assign a contact to one or many categories.
 - ◇ Ex: They may be a family member, who is an elder in your church, plays an instrument, sings in the choir sometimes, and also helps out with the projection team sometimes. You should place them in all those categories.
- ◇ Here is the list of categories that I use (you can create your own categories in most PDAs)

◇ Business	◇ Wor BGV (Back Ground Vocalist)
◇ Church	◇ Wor Children's
◇ Church Elders	◇ Wor Choir
◇ Church Staff	◇ Wor Email All
◇ Family	◇ Wor Email Musicians
◇ Family Friends	◇ Wor Email Sound
◇ Greater Church Body	◇ Wor Church Plant
◇ Home Group	◇ Wor Instrumentalist
◇ Miscellaneous	◇ Wor Intercessor
◇ Denomination's Worship Community	◇ Wor Leader
◇ Music Industry	◇ Wor On-Deck
◇ Musician	◇ Wor Projection
◇ Old Contact	◇ Wor College Group
◇ Personal	◇ Wor Sound
◇ School (kids)	◇ Wor High School Ministry
◇ Teaching (students)	◇ Worship Community
- ◇ Schedules
 - ◇ You can keep track of your church and personal calendar on a PDA in the 'calendar' utility so that you don't double book yourself or forget things.
 - ◇ You can keep the word processing files for your various ministry schedules on your PDA as well.
 - ◇ I keep a main worship team schedule, the church plant worship team schedule, the projection team schedule, the sound team schedule, and the college worship team schedule in my PDA.
 - ◇ That way, when people ask me, "Am I scheduled for next week?", I can help them.
 - ◇ Or if a person has a conflict that comes up, I can make a note right in the file so it's always up to date.
- ◇ Tasks list – You can easily organize you tasks or 'to-do-list' in a PDA using the 'tasks' utility.
- ◇ Emails – You can compose and read emails on your PDA when you are away from your desktop.
- ◇ Song writing/arranging
 - ◇ Many PDAs have microphones that allow you to record directly into it.
 - ◇ I use this feature for song writing or ideas on new arrangements of worship songs.
 - ◇ Since I always have it with me, it helps me not forget an idea.
 - ◇ After I record it, I re-name the file to remind me what the idea is.
 - ◇ If there are several ideas for the same song, I'll sometimes create a folder and place the files in it.
 - ◇ Every once in a while, I'll copy the songs off of my PDA and save them in a folder on my desktop to free up storage space.