

Choir Section Leader Handbook



First Baptist Church of the Islands
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A Note from Pastor Adam

Welcome!

Thank you for serving as a Section Leader in our choir! Your role is vital to the success of our ministry. This handbook outlines your responsibilities and provides tools to help you lead your section effectively, both musically and spiritually.

-Pastor Adam

Purpose of a Section Leader

Section Leaders ensure the success of their group by:

- Supporting the Worship Pastor.
- Encouraging the members of their section.
- Strengthening the choir's musical quality.

Your leadership impacts the choir's unity and ministry, making our worship more powerful and meaningful.

Responsibilities

1. Musical Leadership

- Rehearsals: Assist in teaching and reinforcing your section's vocal parts during rehearsals.
- Sectional Practices: Lead or assist in sectional rehearsals when needed.
- Modeling Excellence: Sing with accuracy and clarity to set an example for others.
- Monitoring Progress: Be aware of your section's strengths and challenges, communicating issues to the director as needed.

2. Administrative Support

- **Music Distribution:** Ensure every member of your section has the correct sheet music and materials.
- **Attendance:** Track attendance for your section using Headcount and follow up with members who miss rehearsals. Headcount instructions are .
- **Communication:** Share updates, reminders, and any changes in schedule with your section members.

3. Spiritual Encouragement

- **Pray for Members:** Regularly pray for your section and encourage members to share prayer needs.
- **Foster Community:** Build relationships within your section to create a supportive, unified group.
- **Encourage Growth:** Inspire members to see their role in the choir as part of their worship and ministry.

4. Performance Responsibilities

- **Focus and Cues:** Ensure your section stays focused during performances and follows the director's cues.
- **Emergency Support:** Assist with any last-minute needs, such as finding misplaced music or calming nerves.
- **Support New Members:** Help new members feel welcome and provide guidance as they adjust to the choir.

Best Practices for Section Leaders

During Rehearsals:

- Be attentive to the director's instructions and help clarify them for your section.
- Gently correct inaccuracies (e.g., pitch, rhythm) in a positive and constructive way.
- Take notes on areas your section needs to improve and share them during sectionals, practice sessions or via email.

Outside Rehearsals:

- Listen to practice tracks and be fully prepared for all rehearsals and performances.
- Check in with section members about their progress or any challenges they're facing.
- Be available to answer questions about music, schedules, or other choir matters.

Spiritual Encouragement:

- Begin or end sectional rehearsals with a prayer.
- Look for opportunities to share scripture or a short word of encouragement.
- Lead by example in demonstrating a heart for worship and ministry.

Tools and Resources

Digital Music Management

- **Music Stand App Proficiency:**
 - Ensure section leaders are fully trained to navigate the app, including:
 - Annotating music digitally.
 - Sharing notes or markings with the section.
 - Accessing rehearsal schedules and setlists.
- **Sync Features:**
 - Encourage leaders to use the app's sync feature to ensure all section members are on the same page, literally and figuratively.

Rehearsal and Practice Tools

- **Shared Annotations:** Use the app's annotation tools to highlight tricky passages or dynamics for section members to review.
- **Digital Practice Tracks:** Link practice tracks directly within the app for seamless access.

- **Real-Time Updates:** Share last-minute changes to music or notes during rehearsals via the app.

Administrative Tools

- **Attendance Tracking:** Use Headcount in Planning Center to enter attendance for your section.
- **Performance Preparation:** Use the app to assign key responsibilities (e.g., soloists or cues) directly within each song's notes.

Rehearsal Tools

- **Binder/Folder:** Keep all music organized for easy access during rehearsals.
- **Attendance Sheet:** Use this to track participation in rehearsals and performances.
- **Practice Tracks:** Share links or files with your section for at-home practice.

Spiritual Resources

- **Scripture Suggestions:** Consider sharing verses like Psalm 100:2 ("Serve the Lord with gladness; come before His presence with singing") or Colossians 3:16 ("Let the word of Christ dwell in you richly...singing to God with gratitude in your hearts").
- **Prayer Prompts:** Pray for unity, musical excellence, and the ministry impact of the choir.

Communication Tools

- Create a group chat or email list to communicate updates and encouragement.
- Use a shared calendar to keep your section informed of rehearsal and performance dates.

Using Headcount in Planning Center

As a section leader, part of your role is to help track attendance for your section during rehearsals and services. The **Headcount** feature in the Planning Center app makes this process simple and efficient. Below is a step-by-step guide to set up and use Headcount each week.

1. Download the Planning Center Services App

- Go to the App Store (iOS) or Google Play Store (Android).
- Search for and download the **Planning Center Services** app.
- Log in with your Planning Center account credentials.

2. Accessing Headcount

- Open the app and navigate to the **People** section.
- Look for the **Headcount** tool. This may appear on your dashboard or menu depending on your permissions.

3. Taking Attendance

- At each rehearsal and service, open the Headcount tool for the appropriate event.
- Select your section (e.g., Soprano, Alto, Tenor, Bass).
- Add or confirm the names of members present. If a member isn't listed but is attending, use the **Add Person** option.

4. Submitting the Count

- Once you've confirmed your section's attendance, save the count.
- If there are absences, make a note in the app under **Comments** so leadership can follow up if needed.

5. Weekly Reporting

- Submit your section's count by the end of each rehearsal or service.
- Double-check that all data is accurate before submission.

6. Troubleshooting

- If you encounter issues, contact the Worship Pastor or the Planning Center administrator for assistance.
- Ensure your app is updated to the latest version.

Why It Matters

- Accurate attendance helps the team monitor participation and engagement.
- It ensures that we stay connected with members who may need extra encouragement or support.

If you have further questions about using Headcount or the Planning Center Services app, please don't hesitate to ask!

Final Encouragement

As a Section Leader, you are not only a musician but also a shepherd for your section. Your leadership reflects Christ's love and builds a foundation for a unified, powerful ministry. Thank you for your commitment and service to our choir and church family. Let's make a joyful noise unto the Lord together!

If you have any questions or concerns, please reach out to me.

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