JBU Chapel Leader
Requirements and Procedures

Requirements:

➤ Logistics
  o Sophomore, Junior, or Senior status
  o 2.5 GPA
  o Proficiency in musicianship and leadership
  o Have completed or are currently enrolled in MUS 2503 and MUS 2513 (Worship I & II)

➤ Character
  o Commit to and practice Christian character (honesty, integrity, humility, etc.).
  o Demonstrate willingness to lead and live in spiritual community among fellow chapel leaders.
    ▪ To encourage and challenge others
    ▪ To hold and be held accountable

➤ Administration
  o Adhere to the “Chapel Leader Timeline” (see below).
  o Come prepared for each rehearsal.
    ▪ Provide all necessary information to sound and visual techs.
    ▪ Provide detailed chord charts. Play through them before rehearsal.
    ▪ Be confident in leading.
  o Check visuals at the end of rehearsals.
  o All changes to the template (song choice, instrumentation, etc) must be approved through Jen Edwards.
  o After leading, move all music stands, mic stands, instruments, etc, away from the front of the stage to create space for the chapel speaker.
    ▪ Make sure you communicate with the speaker right before chapel as far as what “space” they would like on the stage.
    ▪ Jen/Crystal will try to notate as much of this on the template as possible.

➤ Leadership Development
  o You will be assigned a Chapel Leader Assistant.
    ▪ Consider meeting regularly with your assistant.
    ▪ Delegate increasing responsibility to the assistant.
      ▪ To prepare chord charts
      ▪ To check visuals
      ▪ To assist in the planning process
      ▪ Goal: to have them plan and lead once during the semester.
  o Meet with each band member once during the semester
    ▪ Encourage their strengths.
    ▪ Give constructive criticism.
    ▪ Listen to them; ask for feedback.
    ▪ Consider sending evaluation emails to the group after you lead in chapel.
    ▪ Pray with them.
  o Complete all other requirements stated in the syllabus for MUS 1851.

➤ Personal/Professional Development
  o Schedule and attend weekly 1-on-1 meetings with Jen.
  o Evaluate how to lead most effectively from your strengths.
  o Distinguish one goal to pursue this semester for each of the following areas (leadership, musicianship, spiritual formation). Send your three goals to me via email.
  o Be committed to continual musical, personal and spiritual growth.
## Chapel Leader Timeline

<table>
<thead>
<tr>
<th>If you lead on…you must…</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose musicians by…</strong> (include on Planning Center)</td>
<td>8:00 am Thursday</td>
<td>8:00 am Friday</td>
<td>8:00 am Monday</td>
<td>8:00 am Tuesday</td>
<td>8:00 am Thursday</td>
</tr>
<tr>
<td><strong>Submit template by…</strong> (via Planning Center Online)</td>
<td>12:00 pm Thursday</td>
<td>12:00 pm Friday</td>
<td>12:00 pm Monday</td>
<td>12:00 pm Tuesday</td>
<td>12:00 pm Thursday</td>
</tr>
<tr>
<td><strong>Rehearse in the Cathedral…</strong> <strong>arrive 15-30 min early</strong></td>
<td>10:30 – 12:00 am Sunday</td>
<td>8:30 – 10:00 pm Monday</td>
<td>8:30 – 10:00 pm Tuesday</td>
<td>8:30 – 10:00 pm Wednesday</td>
<td>6:00 – 8:00 pm Sunday</td>
</tr>
</tbody>
</table>