JBU Chapel Leader
Requirements and Procedures

Requirements:

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

- **Character**
  - Commit to and practice Christian character (honesty, integrity, humility, etc.).
  - 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**
  - Adhere to the “Chapel Leader Timeline” (see below).
  - 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.
  - Check visuals at the end of rehearsals.
  - All changes to the template (song choice, instrumentation, etc) must be approved through Jen Edwards.
  - 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 will try to notate as much of this on the template as possible.

- **Leadership Development**
  - 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.
  - Consider meeting 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.
  - Consider sending me brief emails about how your band is doing throughout the semester.

- **Personal/Professional Development**
  - Schedule debriefing/evaluation meetings, as necessary.
  - Evaluate how to lead most effectively from your strengths.
  - 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.
  - 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> <em>(include on Planning Center)</em></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> <em>(via Planning Center Online)</em></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>
</tbody>
</table>
| **Rehearse in the Cathedral…**
**arrive 15-30 min early** | **10:30 – 12:00 am Sunday** | 8:30 – 10:00 pm Monday | 8:30 – 10:00 pm Tuesday | 8:30 – 10:00 pm Wednesday | **6:00 – 8:00 pm Sunday** |