

Worship Leader Admin

Before Wednesday Morning

(Because automatic reminder email goes out volunteers Wednesday morning)

- Confirm who is on team** and have this reflected in planning centre with green check marks (Why: Sound person and the rest of the team can see who is doing what on sunday
 - o Guide on how to do this [here](#)

Before Thursday Morning

(Because Admin builds media build on Thursday based on some of your info)

- Select worship songs from Song Select** (Why: media person needs song #)
 - o Guide called "Song Select (CCLI)" on how to do this [here](#)
- Note verse order of chosen songs in Planning Center** (Why: media person needs to know how to build the song and run through it)
- Confirm rehearsal times** with team and have this be reflected in planning centre OR let admin person know when you plan to start Sunday rehearsal so everyone knows when to be there on Sunday