

# Worship Leader Checklist

*Serving your team with clarity, excellence, and care*

## **PREP (Before the Week Begins)**

- ☐ Decide songs

*Best practice: Use a song bank to reduce last-minute stress*

- ☐ Schedule songs

*Best practice: Keep the same set for both Sundays when possible*

- ☐ Assign song leaders

*Best practice: Lock leaders as early as possible*

- ☐ Finalize keys

*Best practice: Track who leads which song in which key*

- ☐ Double-check links. *Lyrics & Chord charts*

- ☐ Set up automated reminders in Planning Center

*Best practice: Set it and forget it*

## **REHEARSE (Serve the Team Well)**

- ☐ Plan rehearsal start & end times

*Honor people's schedules*

- ☐ Decide rehearsal focus & flow. Vocalists. Instruments. Arrangement.

*Best practice: Don't spend all your time on one song*

- ☐ Warm up

*Best practice: Warm up in the car and start rehearsal with a warm-up song to "get in" musically **and** spiritually.*

- ☐ Practice before **and** after rehearsal

*Best practice: Practice until you can't **not** get it*

- ☐ Coordinate lyrics with tech/production team

## **SUNDAY MORNING (Lead Before You Lead)**

- ☐ Soundcheck

- ☐ Prepare transitions: Song starts. Between songs. Scripture reading.

- ☐ Cue-to-cue run-through.

*Entrances and exits — not rehearsal*

- ☐ Remember: Worship leading starts **before** the music. *How you engage people in the lobby matters*

- ☐ Bonus: Debrief with the location pastor