

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