

Milestone Worship Email Templates

(these live in PCO as Templates)

[After two attempts to schedule audition](#)

[Invitation to Dev Nights](#)

[No email](#)

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AUDITION INVITE

Subject: Milestone Worship Auditions

Here is some important information about your upcoming audition!

NOTE: AFTER REVIEWING THE INFORMATION BELOW, PLEASE CLICK "ACCEPT" OR "DECLINE" AT THE BOTTOM OF THIS EMAIL SO WE KNOW WHETHER OR NOT YOU'LL BE ATTENDING AUDITIONS.

CLICK THE LINKS BELOW TO LEARN HOW YOU CAN ACCESS ALL MUSIC THAT YOU NEED TO PREPARE FOR YOUR AUDITION:

PLANNING CENTER DESKTOP INSTRUCTIONS:

<https://docs.google.com/document/d/12g5hN5ufN8g772L3WjyIOtfKOErskK9zPcY7RLIAiQ0/edit?usp=sharing>

PLANNING CENTER MOBILE APP INSTRUCTIONS:

<https://docs.google.com/document/d/1qVIH1329h-wsRKHSrgTFScSVevoWdKangsqzem9RBEM/edit?usp=sharing>

WHAT ARE WE LOOKING FOR WHEN YOU AUDITION?

- Stage Presence—We want to see you lead worship. So be demonstrative, smile, and lead like you would in a service.
- Skill—We're looking to see how well you are prepared. Know the lyrics/chords for each song so that you don't have to rely on the confidence monitor/chord charts. Know the vocal/instrument parts and be able to confidently deliver them!
- Heart—We may ask you for some time to chat after your audition, so that we can get to know you a little more. If so, we'll want to know a little about your story, why you want to be part of the worship team, and your story of how you came to know Jesus.

IN-EARS

If you have your own set of in-ears, bring them with you. If you don't, no worries! We've got some for you. Also, please note that there will be a click track in your ears and a guide vocal talking you through the songs!

DRESS CODE

There is not a dress code for your audition, so don't feel like you have to look "weekend ready". Just come as you are!

AMPS & PEDAL BOARDS

For auditions, just bring your instrument (if you're a musician). Don't worry about amps and pedal boards. We've got that covered.

PARKING & ENTRANCE

Plan to park in the front parking lot and enter through the main entrance.

Meet in the Serve Team Room—the frosted glass room in the commons. There will be a team member there to host you while you wait for your audition!

HOW LONG WILL IT TAKE?

Plan to be at the church from 2-3:30pm. Chances are, it won't take that long, but block out the whole time just in case.

WHAT HAPPENS AFTER AUDITIONS?

At your audition, we'll let you know what your next step is.

AFTER TWO ATTEMPTS TO SCHEDULE AUDITION

Subject: Milestone Worship Team: Next Steps

Hey there! Wanted to touch base with you about Worship Team auditions. We've sent a couple of invites to our Thursday night auditions and either haven't heard back from you, or you declined because you weren't able to make it. We'd love for you to try out at some point whenever you're ready, but we'll go ahead and stop sending requests for now. If you want to audition in the future, just shoot an email to worship@milestonechurch.com.

From here, you'll be contacted by someone on the Serve Team to help you get plugged in to another area (if you're not already plugged in somewhere)!

Have a great day!

INVITATION TO DEV NIGHTS

Subject Line: Milestone Worship: Invitation To Dev Nights

(attach PCO Desktop + Mobile App Walkthrough)

First off, we want to thank you for auditioning today! Our team had fun getting to know you, and we'd love to invite you into the next step of the process: **Dev** (Development). This is a time for you to continue learning and growing in your skills, but more importantly an environment where we can grow together in Christ. Dev happens on Sundays from 2:30pm-4:00pm and includes a hands-on time of playing/singing to grow in skill, build relationships, and learn more about what it means to be a worshiper. We'll have coaches there for each instrument, as well as vocal coaches to help you on everything from tone and style, to stage presence and tips on leading well in our environment.

There are 4 weeks for each round of Dev. Please do whatever you can to be at all 4. Here are the dates for our summer semester:

Sunday, May 29, Dev - Week 1

Sunday, June 5, Dev - Week 2

Sunday, June 12, Dev - Week 3

Sunday, June 19, Dev - Week 4

We'll send out invites through the Planning Center for the weeks that you're scheduled on the Dev Team. These days will be times where you're on the platform, playing with a combination of other people in the process, and key members of our team.

Parking Info / Where To Go

Please park in the south portion of the main parking lot. Then enter through the back door behind the stage (there will be a sign on the door for the first week). Vocals will go to the Worship Greenroom down the hall and to the left. Musicians will enter the platform from backstage.

Lyrics

There will not be lyrics on screens, so you'll need to make sure you memorize them!

Charts

Musicians will need to be prepared to play without chord charts. This means you will need to commit the songs to memory.

Let us know if you have any questions.

Thanks!

Milestone Worship Staff

NO EMAIL

Subject: Milestone Worship: Next Steps

NAME,

Thank you so much for coming to auditions on Sunday. It was a pleasure meeting you! At this time, we don't think the worship team is the best fit for you.

Here are some reasons why:

We want to encourage you to continue to get connected here at church!

1. Become part of the Serve Team! We noticed that you indicated an interest in the **Admin Team**. We are forwarding you contact information to Joy Ann Curd who heads up our Admin Team. She will reach out to you to share opportunities that you can get involved in.

If there is anything we can do to help you get connected, let us know!

Thanks so much!

NO EMAIL [STUDENT]

Hey _____,

We hope that you're having a wonderful week so far! At this time, we will not be moving forward with your audition, but wanted to thank you for taking the time to send in your submission.

We would love to point you to serve in other areas of our church if you are not already - Elevate and Six78 are both great serving areas where you can continue growing in your faith and leadership! Please see this [Elevate Student Serve](#) link to check out our serve teams - our volunteer coordinator will reach out to you with next steps!

Please let us know if you have any questions or need any help jumping on a serve team!

Thanks so much!

CHOIR EMAIL

Subject: Milestone Worship: Next Steps

Thank you so much for auditioning for the Milestone Worship Team! We are excited to invite you to serve with us in the Milestone Choir. Milestone Choir sings together periodically for weekend services, special events, and 2nd Saturday Serve. This is a different team from the front line singers you see on a weekly basis. You have been added to our Milestone Choir roster and will receive email communication for service opportunities throughout the year. Because this group serves 4-6 times per year on average, we encourage you to get plugged into other areas of the church as well (if you aren't already)! Choir is led by Joel Davis, and it's truly like a family. Look for details coming soon!

Thank you so much!

Milestone Worship Staff

DEV GRADUATION EMAIL

Subject: Welcome to Active Team!

(attach Dress Code doc, HLT parking map)

Congrats, you did it! We're so excited that you're officially on the Worship Team! Some of you have already received a PCO request to serve. If not, you will soon! Here are some steps we'd like for you take and a few details that will help you along the way:

Scheduling Preferences/Availability

Can you take a few minutes and fill out [this form](#)? It helps us get you scheduled!

What's Your Birthday?

We like to party! Fill out [this form](#) so we know when to party and what you like!

Background Check, please!

For due diligence, take a second and fill out this [background check](#) before we get you scheduled on a team.

PCO Blockouts

Hot Tip: If you know there's a future weekend you aren't able to serve, use PCO's Blockout feature to let us know. This is very helpful as we schedule several teams across multiple campuses!

Weekend Set List

The set list is usually finalized by Tuesday evening. Any changes made after Monday will be communicated to you via PCO.

Vocal Preparation

We will assign you to a vocal part on PCO (alto, tenor, melody, etc.) MP3s of these parts are individually posted to PCO to help you learn and practice with. Please have songs memorized by Thursday rehearsal. We'll likely make minor adjustments during rehearsal, so be flexible.

Band Preparation

Each song will have MP3's, chord charts, and number charts attached to PCO to help you learn and practice with. Please have songs memorized by Thursday rehearsal. We'll likely make minor adjustments during rehearsal, so be flexible.

Clothing

We post a color palette in the Notes section on the plan in PCO. This helps keep everyone unified in clothing colors. You don't have to include all the colors, but any combination listed is fine. Dress is dressy casual. Nothing too tight, nothing low cut, nothing sleeveless. Church appropriate. I have attached a detailed document with all the dress code details and info you might need. If you have any detailed questions about this, let us know and we can help!

Rehearsal

Keller Campus:

Thursday // 6:30pm - 8:00pm

Haslet Campus:

Thursday // 8:00pm - 9:30pm (at the Keller campus)

McKinney Campus:

Thursday // 7:00pm - 9:00pm

Weekend Call Times

Keller Campus:

Saturday // 3:00pm

Sunday // 7:45am

Haslet Campus:

Sunday // 6:00am

****Park in Lot B when serving in Haslet. Parking map attached****

McKinney Campus:

Sunday // 7:30am

Saturday Dinner and Sunday Breakfast will be provided. We also have snacks and drinks in the green room.

If you have any questions please feel free to reach out at worship@milestonechurch.com.

We are excited for God to use you on our team as you serve and help lead our church into worship!

