Standard Operating Procedure (SOP)

Loop Community Prime – Setlist Structure & Usage

Purpose

To maintain a clean, consistent, and efficient setlist environment within the Loop Community Prime app for all campuses of Community of Faith. This SOP outlines the naming conventions, usage guidelines, and workflow expectations for Prime setlists.

Scope

This SOP applies to all Worship Leaders and team members responsible for managing worship setlists at the following campuses:
ACOF, ECOF, GCOF, LCOF, RCOF

Setlist Structure

Each campus will maintain **three** total setlists in Loop Community Prime:

Campus	Sunday Setlist	Practice Setlist	Events Setlist
ACOF	ACOF-Sunday	ACOF-Practice	ACOF-Events
ECOF	ECOF-Sunday	ECOF-Practice	ECOF-Events
GCOF	GCOF-Sunday	GCOF-Practice	GCOF-Events
LCOF	LCOF-Sunday	LCOF-Practice	LCOF-Events

Setlist Definitions & Usage

1. [Campus]-Sunday

- Used for each **week's current worship service**
- **Updated weekly**
- Must reflect the final, scheduled Sunday set
- Used in Prime for live playback on Sunday

2. [Campus]-Practice

- Used to **test and rehearse** upcoming songs
- Can be updated anytime during the week
- Not intended for live Sunday services
- Great for team prep or MD review

3. [Campus]-Events

- Used for **non-Sunday gatherings**, such as:
    - Youth Nights
    - Baptisms
    - Worship Nights
- Should be cleared or updated after the event concludes

Guidelines

- **Do NOT create a new setlist each week.** Only update the existing three.
- Keep all song edits and flow changes inside the appropriate setlist.
- Optional: Use the **setlist notes or comments** to log week-of-use, e.g., Used 7/21/25.
- Communicate updates with your worship and production team to maintain alignment.

Exceptions

- Any deviation from this structure must be cleared with the Worship Director
- For archival purposes, duplicate setlists may be created **only when necessary** and clearly labeled with a date (e.g., GCOF-Sunday-Archive-072125).