

# Worship Ministry Manual

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## Message to the Worship Ministry

*You shall have no other gods before Me. You shall not make for yourself an idol in the form of anything in heaven above or on the earth beneath or in the waters below. You shall not bow down to them or worship them..."*

Exodus 20:3-5

*Love the Lord your God with all your heart and with all your mind and with all your soul.*

Matthew 22:37

Part of the word worship comes from the word worth. We need to constantly be asking:  
*Of what worth is God to us?*

Everything and every person in your life has a certain amount of value to us. The person or things we value the most we tend to spend the most time with and think or talk the most about. We are giving that thing or person great worth, which is a form of worship. We were created to worship, so we will always worship something.

God is to be the One we value most, and the way that is declared publicly is by praise.  
*God is to be #1 on a list of 1.*

Often times praising God becomes a time of thanking God for the things He has done for us. Thanksgiving is good, but it is not the main component of praise.

Praise is simply giving God the honor due Him for who He is.  
We have a tendency to put more value on what someone does, than in who they are.

God says we should love the Lord our God with all our heart, soul, and mind. He does not say *love all the things that the Lord does* but love **Him**.

When we learn to praise Him for who He is and not for what He does, then we have turned the corner in our understanding of worship. It is only then that we find that praising God and our relationship with Him does not depend on our circumstances.

God must be very concerned with this topic, because it is mentioned in Scripture well over 200 times! One of the reasons God saved us in the first place was to establish a "worship team" that would perform for eternity. We are created for His pleasure and purposes.

Notice carefully what God says in Isaiah 29:13 –

*And so the Lord says, "These people say they are mine. They honor me with their lips, but their hearts are far from me. And their worship of me amounts to nothing more than human laws learned by rote."*

If we want to come back to the "heart of worship," we must begin with the hearts of ourselves. On the outside, people may see us bow our heads, raise our hands, dance in the aisles, or shout to the Lord – but all that is putrid pretense to Christ if our hearts are in the wrong place.

Our corporate worship gatherings are a vital way we magnify the supremacy of Christ, and so we want both our hearts and our minds to be engaged, making prayer the visible engine of all our efforts in ministry and worship.

To have our hearts in the right place and truly worship God means we have to rise to meet at least 4 challenges:

### Challenge 1: Grow up!

We are not “music professionals”, we are *servants*. Worship leaders should be theologians. We will choose mature, doctrinally truthful songs above shallow, popularity driven songs. We will treat one another with respect, love, patience, kindness, and build one another up for God’s purposes. We will consider others better than ourselves. We will not insist on our own way. We will submit to one another out of reverence for Christ. We will strive to grow up in every way into maturity in Christ.

### Challenge 2: Show up!

The Bible knows nothing of a lone ranger Christian. If your times of praising God are limited to when you are on stage, then you are missing the point. Leaders lead the way because they know the way. You cannot lead someone somewhere you haven’t been yourself. Our public worship will never exceed our private worship, and our willingness to be led by others will define how effectively we lead others. When we’re not scheduled to lead, we will actively engage with our congregation, leading an example from the pews.

### Challenge 3: Make up!

*Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift.*

Matthew 5:23-24

Too often we forget there is a key horizontal aspect to praising God. You cannot simultaneously offer praise to God and harbor bitterness toward another. As far as it up to you, do everything you can to be at peace with one another (*Romans 12:18*). There is no Biblical option for a worship ministry member to have a problem with another that remains unresolved, and continue as part of the team. We will do all we can to live examples of forgiveness, reconciliation and peace.

### Challenge 4: Look up!

Keep your eyes on Jesus. Pay attention to the focus of your heart and mind. Don’t worry if the band is off-key, the vocals are flat, or the guy next to you has too much cologne on.

The worship leader of the church is Jesus and we are to do things as He directs. Let’s get away from self-driven experience, and get one another into worship that the Lord says is glorifying to Him.

Blessings to you as you serve Him,

Pastor Brendan

## **Church Vision:**

We exist to reach people far from God and help them grow closer to Him through the transforming power of Jesus Christ, through the participation of every believer.

We're all about family. Belonging to the family of God means we abide in Christ, His word, fellowship, and take every chance we get to introduce others to our Heavenly Father.

As disciples of Jesus Christ, we are called to **love** God and love others. This love for God and others is seen by the way we **connect** with each other through connect groups, Sunday morning worship, and other events. However, we are not supposed to stop with fellowship. Jesus calls us to be His disciples, but He also calls us to **develop** others and help them become mature followers of Jesus who then develops others. We do all of this so that we might **impact** our city for Jesus Christ!

We seek to build community with other believers has upon real relationships with our God and each other. We proclaim God's Word as authority, worship as priority, fellowship as necessity, and service as responsibility.

This vision is supported by four Biblical Precepts:

### **1. Worship**

How love for God is nurtured and expressed  
(*Matt 22:37*)

### **2. The Word**

How people are being sanctified to look more and more like Christ  
(*1 Thessalonians 4:3*)

### **3. Prayer**

How people are growing in the grace and knowledge of Christ  
(*2 Peter 3:18*)

### **4. Evangelism**

How we accomplish the Great Commission  
(*Matt 28:18-20*)

## **Mission of Ministry:**

Every member a minister.

There is no such thing as a Christian who is not a minister. We are a kingdom of priests, a royal family with a sacred commission to seek, serve, and disciple, ministering to others.

(*Rom 12:3-8; 1 Cor. 12-14*)

## **Philosophy of Ministry:**

What we do and how we do it flows from the vision of God's glory revealed in Jesus Christ. We exist to savor the vision in worship (*John 4:23*), strengthen the vision in nurture and education (*1 Cor 14:26, 2 Peter 3:18*), and spread the vision in evangelism and missions (*1 Peter 2:9, 3:15; Mat 28:18-20*), doing all for the glory of God (*1 Cor 10:31*).

## **Worship Ministry Visions & Goals**

### **Our Vision:**

*The purpose of the worship ministry is to lead the people of the church into a lifestyle of worship.*

### **Our Key Verse:**

*1 Chronicles 25:7*

*... all of the musicians were trained and skilled in music for the Lord ...*

The attitude and culture we look for in our members is one that is happy to serve wherever, whenever, doing whatever. We want to foster an attitude that is not competitive and does not compare or judge others, but rather considers others to be better, in real humility.

Rather than seek the spotlight of fame, our attitude needs to point toward Jesus in everything we do, to place the spotlight on Him, to move from performance to praise. We want to “serve the Lord with gladness.” (*Ps 100:2*)

We are not preparing songs; we are giving life using the tool of music. Our voices are not tuned to the songs we are singing; they are tuned by hearts of love for Christ who gave His life for us. We are engaging in the eternal, not in the entertainment of the saints. We need to present our music with excellence because we are singing for the eternal God who deserves our best offering of praise.

Yet, we want our people walking away from worship not saying, “What a great worship band!” or “What a great preacher!”... We want them exclaiming, “*What a Savior!*”

### **Our goals:**

- To minister to the Lord in song
- To help others worship God in song
- To focus on fellowship, unity, team development
  - retreats, activities together, rehearsals for each team
- To develop leaders & resource them
  - for each area of worship: leaders of each area (music teams, sound, media)
- To develop worship for all parts of the Body of Christ
  - training to help develop more worship leaders for every ministry setting, every circumstance, all life stages from cradle to grave
- To develop & resource talent in the body through individual lessons
  - guitar, bass, vocals, etc
- To develop multimedia & lighting usage to enhance worship experience & environment
- That everyone involved in the worship ministry be involved in the church’s regular community meeting together regularly for fellowship, to study the Bible, to worship and pray together, and to do life together

-To develop distinct team structure facilitating fully developed styles & personas

**Team structure long-term development:**

*Core Team* – lead worshipers for main services and church-wide events

*Creative Arts Team* – dreams out loud together, crafts worship experiences together, suggests worship songs, videos, plan arrangements & transitions, disseminates info. Receives themes, series plans from lead pastor & worship pastor. Coordinates with media team.

*Leadership Team* – selects & implements flavor of songs, leads & develops teams & services

*Tech Team* – coordinates worship environment: sound, lights, video

*Media Arts Team* – research & implement visuals, videos, drama, activities, sanctuary décor

*Outreach Team* – outward focus on community events such as festivals, fairs, Christmas caroling, parades, park outreaches, etc.

## **Philosophy of Worship**

*Ascribe to the LORD the glory due his name; worship the LORD in the splendor of holiness. – Psalm 29:2*

### **Purpose:**

The purpose of this Philosophy of Worship is to establish the basis for our expression of worship within our church. If we are biblically on target with our theological description of worship and the prescription of its function within our church, our expression of worship will appropriately honor and glorify God.

### **Mission:**

Our mission is to glorify God with our lives, and to help others worship Him.

### **Vision:**

The vision of the worship ministry is to lead the people of this church into a lifestyle of worship.

We desire to see people worship the Lord, not only on Sundays, but also throughout the life that they lead the rest of the week. We strive to minister to the Lord through biblically prescribed means and methods of worship, and to create an atmosphere in every worship service that draws people into the presence of the Lord, and allows Him to minister to their needs through His presence in their lives.

Our focus is on music that is biblically rich, theologically true, and doctrinally sound... our greatest concern is that any artist who steps on our platform is there not to perform for the church, but to minister to the Lord in worship; the far lesser concern of ours is the particular style of the musicians.

Our goal specifically within the weekend service is to minister to God in song, and to be the most excellent doorkeepers in the house of the Lord as possible, ushering people into God's presence so they can encounter Him and He can do spiritual business with them.

We recognize that songs teach theology as much as sermons do, so we're extremely careful about the choice of songs shared from the platform. We are not overly concerned about the style with which they're presented, except that it is to be a musical language that is spoken by the culture of our church body; but we are very careful about the substance of the songs themselves and the lives of the ones tasked with leading them.

Our goals are intentional toward the purity of worship using the artistry of music.

The guiding definition of worship:

**Worship is the People of God in the Presence of God for the Praises of God and the Purposes of God**

## **Worship is our appropriate response to God's self-revelation.**

An encounter with God involves strong and real emotions and clear thinking. The following values provide a center to which we lead, and boundaries that allow innovation to occur in a context of creative confidence.

### **1. Invitational and Evangelistic:**

The ACF worship experience creates a place where people can encounter and are invited to believe in Jesus Christ. Guests and regulars alike will know that God is real and reveals his presence among us. Worship must be Christocentric, filled with joy, portray the gospel, and invite specific response.

### **2. Assume Nothing and Explain Everything (little | lots)**

Our Sunday morning worship experiences are targeted for those who know Christ but welcoming to those whom are "exploring Christ" and "growing in Christ". To do this affectively we assume a zero to minimal biblical knowledge or Christian worldview. We recognize that basic Christian vocabulary must be explained often and that people do not have familiarity with even the most basic practices of prayer or public worship. Our aim is to meet people where they are at and move them towards a thriving relationship with Jesus.

### **3. Un-distracting Excellence:**

We will sing, play, pray and teach in such a way that people's attention will be drawn to the beauty and truth of the content. We value excellence as a tribute to God who is the source of creativity, and out of respect for those who have gathered. Bringing our absolute best is what we strive for.

### **4. Participation and Performance:**

We encourage and anticipate a strong participation during musical worship at ACF. We value music that is current, congregationally friendly, and expresses a full range of responses to God. Sung worship provides an excellent opportunity to teach how we are able to best relate to our heavenly Father. Songs are used to create engagement and help elevate teaching themes, as well as to express emotions that words alone cannot.

### **5. Creative and Consistent**

We foster creativity in the arts as an essential part of our worship. We value creating consistent experiences so that everyone could describe with confidence what a guest would encounter in a worship service should they respond to an invitation to attend.

### **6. Honest and Transparent**

ACF is a community of broken and restored people. This is valued through personal stories of transformation, illustration of truth using first person experience, and candor that values both grace and truth in the application of scripture.

### **7. Christocentric and Biblical**

An ACF worship service does not speak of or address God generically, we name the persons of the trinity specifically: Jesus who saves and reconciles us, the Father who forgives and adopts us as children, and Holy Spirit who indwells us and empowers us for mission. Our worship unapologetically proclaims and focuses on the person of Jesus Christ. The content of scripture will be woven through all we do in worship, and our singing, praying, poetry, drama, dance, etc. will always conform to the truth of the Bible. We point out how scripture influences these creative ideas.

### **8. Prayer and Connection:**

In worship we model and explicitly teach what prayer is and how people can pray. In prayer we direct our concerns about our circumstance and this world to God, and in prayer we become a caring, repenting and renewed community. Worship gatherings both cultivate corporate prayer, and provide opportunity for prayer ministry to those who would seek it.

## Notes:

Participants we are specifically mindful of in shaping and leading worship:

- Our worship services will engage challenging content appropriate to both children and adults
- Our worship services are shaped with the knowledge that there are many people who are exploring Christianity who attend and participate
- Our worship services consider the spiritual life continuum (*exploring, growing, maturing*), and content is intended to engage growth of all by challenging the 'Growing in Christ' segment which is the largest part of our community
- There are many children and students involved in ACF, and we must respect the time constraints of leaders and participants in these environments.

## Scripture Regulates Worship:

There is an inseparable bond between the centrality of the Word of God and the worship of God. To this end, we believe: Scripture is the heart of our corporate worship. Paul told Timothy, "Devote yourself to the public reading of scripture, to preaching and to teaching. Do not neglect your gift..." (*1 Timothy 4:13, 14a*). Thus Timothy's priority was the proclamation of God's Word to God's people in the public setting of corporate worship. The content of God's Word will be woven through whatever we do and will be our source for all authority.

God's Word is wholly sufficient in that it provides all elements which are essential to the corporate worship of the Church: reading of scripture, preaching and teaching, prayer, singing and the two ordinances of the local church – baptism and communion. All of these are to be done decently and in order so that God is glorified and the body of Christ is edified (*1 Corinthians 10:31, 1 Corinthians 14:40, 1 Thessalonians 5:11*). Acts of worship are proper only insofar as they are in accord with the Word of God.

The worship expression is to be experiential, historic, passionate, Bible-driven and God-exalting with a Christ-centered approach as our core focus (*Revelation 19:10, 1 Chronicles 16:29, Psalm 95:6-7, Psalm 100:2, Matthew 4:10*).

True worship should be in accordance with God's commands.

(*Genesis 22:2; Genesis 12:1,7-8; Deuteronomy 30:16-20; 1 Samuel 15:22; Psalm 40:6-8; Jeremiah 7:2; Daniel 3:28; Acts 13:2; Romans 12:1*)

True worship should give God the honor due to him.

(*1 Chronicles 16:29; Psalm 96:8-9*)

True worship should be orderly and reverent.

*(1 Corinthians 14:40, 1 Chronicles 16:37-42; 1 Kings 18:30-39; 1 Corinthians 14:26)*

True worship embraces all of life as an act of worship.

*(Colossians 3:17, 23; 1 Corinthians 10:31)*

True worship involves the whole of a person's life and not just formal acts of worship. *(Romans 12:1-2; 1 Corinthians 6:19).*

True Worship should not be mechanical. *(John 4:23-24; Hebrews 10:1)*

True worship enthusiastically embraces the coming together of the Body of Christ in united expressions of worship *(Hebrews 10:24-25; Psalm 33:3, 40:3, 96:1, 98:1, 149:1).*

True worship is costly. *(2 Samuel 24:24; Mark 12:41-44; Romans 12:1)*

True worship involves the worshipper's heart, soul and mind. *(Deuteronomy 6:5, Matthew 22:37, Mark 12:30, Luke 10:27)*

True worship is in the spirit. *(John 4:23-24; Isaiah 29:23; Philippians 3:3; 1 Timothy 2:9; Hebrews 12:28)*

True worship should be grounded in godly and obedient living.

*(Micah 6:6-8; Romans 12:1; Psalm 15:1-5; Psalm 24:3-4; 1 Timothy 2:10)*

True worship involves invested preparation for worship. *(1 Corinthians 11:28; Leviticus 16:3-4; 2 Samuel 12:20; 2 Chronicles 7:1; Matthew 2:11)*

True worship requires wholeheartedness. *(Deuteronomy 6:5; Exodus 34:14; Deuteronomy 10:12; Joshua 22:5; 1 Samuel 12:24; Psalm 27:4; Matthew 22:37; Mark 12:30; Luke 10:27)*

True worship displays confidence in approaching God. *(Hebrews 10:22-23; Genesis 4:4; James 4:8; Hebrews 7:19; Hebrews 11:4)*

We believe this to be the essence of biblical worship: That all of life would be lived with a worship quality before our audience of One for His glory *(Colossians 3:17, 23; 1 Corinthians 10:31).*

## **Worship: Three Strands**

To simplify, an *Upward*, *Inward*, and *Outward* reverence is a proper expression of worship as evidenced by scripture:

***Upward***--The upward segment of our philosophy of worship is the glorifying of God through intentional praise and worshipful music, which assists in the preparation for the serious study of His Word *(Psalm 119:7)*. The first two of the Ten Commandments establish God as the obvious object of our worship and devotion *(Exodus 20:3-4)*. This means that the "audience of One" in worship is God and not the congregation. True worship never casts the congregation in the role of

spectators but active participants.

***Inward***--The impact of worship is captured in the “inward” component of our philosophy in that our worship experience, in the corporate gathering, prepares us for intimate fellowship with Jesus during the remainder of the week. As such, our services provide a worship perspective that is primarily transcendent in nature, rather than superficial and man-centered. “Sanctify the Lord in your heart” was Peter’s admonition in 1 Peter 3:15. Jesus is to be our treasure for “where our treasure is there our heart is also” (*Luke 12:34*). Worship is to evoke and express a deep love for God.

***Outward***--The outward component of the worship experience provides the foundation for those involved to bring a worshipful attitude into all other activities in their everyday lives. Following God is ingrained in our lives and ought to be the logical result of each component of this philosophy of worship whether we are obeying the Great Commission or living a worshipful life, of which the main goal is doxological (to glorify God). The aim is to experience God in such a way that He continues to be first in our affections freeing us from carnal loves. That is, in the daily pursuit of encountering God in our lives, He is able to affect, transform and sanctify us (*1 Peter 3:15; Psalm 89:15; 100:4; 105:4; John 15:1-17*).

## **Worship: What it’s not**

What our philosophy of worship is *not* should be noted because we believe that the impact of the status quo “man-centered” worship, seen far too often today has resulted, according to John MacArthur, in “*the loss of scripture’s centrality in the life of today’s church, which is sadly both common and lamentable.*” It is this loss that has allowed far too many churches to transform worship into entertainment, gospel preaching into marketing, being good into feeling good about ourselves, and faithfulness into being successful. That’s not what we are all about. Scripture is replete with condemnations of false worship.

It is the desire that there be worship that keeps to the foundational themes of the New Testament. Therefore we must focus on God in our worship, rather than the satisfaction of our personal needs. God is sovereign in worship; we are not. Our concern must be for God’s kingdom, not our own empires, popularity or success.

The Lord describes false worshipers in Isaiah 29:13 saying, “this people draw near with their mouth and honor me with their lips, while their hearts are far from me, and their fear of me is a commandment taught by men.” We will strive to heed that warning, and warnings regarding worship conducted in disobedience to God (*Leviticus 10:1-2; Numbers 3:2-4; 1 Samuel 15:1-23; 2 Kings 17:33*), insincere worship (*Matthew 15:8-9; Mark 7:6-7; Colossians 2:23*), worship lacking in due humility and reverence (*Matthew 6:5; Luke 18:10-14*), and worship conducted in ignorance of God (*John 4:22; Acts 17:22-23*).

## **Worship Implications:**

Our corporate worship will be authentic in its purpose and transparent in its presentation. Because God “inhabits the praises of His people” (*Psalm 22:3*) and “opposes the proud but gives grace to the humble” (*James 4:6*) we steer toward an environment of congregational participation for the purpose of our people encountering the Lord.

Because we value a public worship form that communicates the supremacy of God in all of life, it will focus on God. Although the form may vary the message will not. It will be designed to encourage an expectancy and eagerness for God to draw near to us in reviving and renewing power. This means that worship is not meant to serve our preferences, prejudices, or pleasures (*Ephesians 4:1-5*).

We will worship with an appreciation for both the old and new (*Matthew 13:52*). We will be true and relevant within our culture insofar as it provides effective communication of true worship to the Living God from his bride the Church. Corporate worship will involve multiple worship arts, implementing each with stylistic integrity. Our worship will be multi-dimensional and multi-cultural, as it reflects God's people He saved from all corners of the earth.

We view corporate worship as the biblical and fitting venue for the open expression of our redemption, love and devotion. In our corporate worship services we will be diligent in our desire to encourage, assist and equip the body for a lifestyle of worship.

We will sing, play, pray, and preach in such a way that people's attention will not be diverted from the substance by shoddy ministry nor by excessive finesse, showmanship or refinement. Natural, un-distracting excellence will be the standard of the worship ministry.

We endeavor to express worship that is authentic and Spirit driven, intently purposed towards glorifying God, by recognizing and using gifts and talents He has given His people, and offering those gifts back to Him as a sacrifice of praise. In John 4:23-24, Jesus instructs us to worship in Spirit and in truth, telling us that God the Father seeks such worshipers.

We endeavor to develop, equip, and challenge musicians to continually grow more adept at their musical craft, and to model worship for the church. Psalm 33:3 instructs us to sing new songs and play skillfully unto the Lord.

We commit to being fully devoted followers of Jesus Christ, consistently seeking God in His Word, in prayer, in devotion, and in expressions of worship. In Matthew 4:8-11, Jesus sets the example of the standard of worshiping the Lord and serving Him alone.

We commit to upholding lifestyles and creating a worship environment that draws others into a closer relationship with Jesus Christ. Romans 12:1 commands us to offer ourselves as living sacrifices as a spiritual act of worship.

We commit to offering our hearts before God as the first fruits in our lives, letting the overflow of our hearts be praise and thanksgiving to the only God, our Savior, through Jesus Christ our Lord, ascribing to Him glory, majesty, dominion, and authority, before all time and now and forever. (*Jude 1:25*)

**All forms of corporate worship expression will be diligently evaluated in light of the following rubric:**

They must be expressions of hymns, psalms, and spiritual songs.

*Hymns* – horizontal songs about God & His attributes & actions. Who He is and what He is like, what He has done, what He has said, and who we are because of what He has done.

*Psalms* – God's songbook contained in the Bible, encompassing every possible expression of human emotion

*Spiritual Songs* – vertical songs directed at God, our Audience of One

They must have a deep theological richness.

They must strive to ignite the imagination and expand our Biblical vision of the triune God and His glorious kingdom.

The songs we sing must have a radiant beauty of expression both lyrically and musically.

They must have a profound sense of the Holy Spirit's anointing.

### **Our hearts the offering:**

“O Lord, open my lips, and my mouth will declare your praise. For you will not delight in sacrifice, or I would give it; you will not be pleased with a burnt offering. The sacrifices of God are a broken spirit; a broken and contrite heart, O God, you will not despise.” (*Psalms 51:15-17*)

### **God the center:**

Nothing keeps God at the center of worship like the biblical conviction that the essence of worship is deep, heartfelt satisfaction in Christ, and the conviction that the pursuit of that satisfaction is why we get together in the first place.

Come to church on the lookout for God, leave church on the lookout for people. “As the deer pants for the water so my soul longs for you, oh God.” (*Psalms 42:1*)

Worship connects the parched soul with the presence of God where there is “fullness of joy and at His right hand is pleasure forevermore.” (*Psalms 16:11*)

Worship is an opportunity for people to creatively relate to a relational Creator.

## Standards of Serving

### Qualifications:

- 1) Personally and corporately, as part of this ministry, you must have a relationship with Jesus Christ and a commitment to seek after God through the pursuit of a lifestyle of worship.
- 2) Be flexible – we all come into this ministry with our own musical tastes and our own picture of what worship “should” look like. There is nothing wrong with having ideals and preferences, but for the sake of unity, we need to always set our own musical ideals and preferences aside.
- 3) Willingness to learn and grow – none of us have “arrived” as musicians, though some are more trained or experienced than others. What you might have in skill, someone might have in heart or creativity. A willingness to learn or even ask for help/advice in this ministry (a.k.a. humility) will always be a higher priority than musical excellence.
- 4) Be willing to go outside of your comfort zone – we must all be willing to be stretched musically, spiritually and creatively.
- 5) If your heart is not right, it is your responsibility to confess and deal with it before the Lord and anyone else involved prior to any rehearsal or corporate worship gathering.
- 6) Attend your team’s scheduled rehearsals and services, as well as any team building events and worship ministry meetings.
- 7) Be in an accountable discipleship relationship and/or involved in a small group.
- 8) Be committed to praying for your team and their individual prayer requests.
- 9) You must be a committed member of this church body and consider it your church home.
- 10) Submission to leadership – be willing to submit to the leadership of the church.

#### 1. **Must be a Believer in Jesus Christ**

- "And this is the testimony: God has given us eternal life, and this life is in his Son. Whoever has the Son has life; whoever does not have the Son of God does not have life." **1 John 5:11-12**
- "I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life." **John 5:24**
- "Yet to all who received him, to those who believed in his name, he gave the right to become children of God." **John 1:12**

#### 2. **Must be a committed Member of the local church (*or in the process*)**

#### 3. **Must agree with the Doctrinal Statement of the local church**

#### 4. **Must fill out a Ministry Application for consideration**

#### 5. **Must meet with a Pastor to review the Ministry Application**

### Spiritual Disciplines:

#### 1. **Time in the Word**

- "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." **2 Timothy 3:16-17**

#### 2. **Time in Prayer**

- "Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus." **Philippians 4:6-7**

### 3. Time in Fellowship

- "And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching." **Hebrews 10:24-25**

## Character & Integrity:

### 1. Obedience

- "Why do you call me, 'Lord, Lord,' and do not do what I say? As for everyone who comes to me and hears my words and puts them into practice, I will show you what they are like. They are like a man building a house, who dug down deep and laid the foundation on rock. When a flood came, the torrent struck that house but could not shake it, because it was well built. But the one who hears my words and does not put them into practice is like a man who built a house on the ground without a foundation. The moment the torrent struck that house, it collapsed and its destruction was complete."  
**Luke 6:46-49**

### 2. Lifestyle

- "In the same way, deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, the women are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be faithful to his wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus." **1 Timothy 3:16-17**

### 3. Spirit-Led

- "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the flesh with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited, provoking and envying each other." **Galatians 5:22-26**

#### 4. Witness

- "For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile." **Romans 1:16**
- "But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect, <sup>16</sup> keeping a clear conscience, so that those who speak maliciously against your good behavior in Christ may be ashamed of their slander." **1 Peter 3:15-16**

## **Expectations of Worship Ministry Team Members**

### **General Worship Team Expectations:**

Punctuality, preparation and a humble attitude, coupled with a passion for excellence. Humility is having the boldness to stare our weaknesses in the eye without flinching. If we combine that with passion for God, people and music, then such humility will fuel us to want to grow so that we do this tomorrow better than we did it yesterday. We ARE performers but GOD is the audience, so we give Him nothing less than our *best* as our act of worship! This act also teaches the congregation to do likewise with our very lives, not simply with songs.

Attitude produces altitude, so humility and passion must exceed even our singing/playing skills as long as we have the basic fundamentals down.

You will have to be able to learn the music on a week to week basis.

It is at the worship leader's discretion to give allowances for occasional late attendance and missed rehearsals if a reasonable excuse is given. Examples might be because you are serving/attending traditional service, a small group, helping out another church member, or child-care issues. Habitual tardiness without such reasons will not be tolerated.

Know when you're the 'elephant' and when another instrument is. Stay out of the way of the way of the 'elephant' when it's not you. When in doubt, less is more.

Our vision is served by our mission. Our mission is partially served by the music, its style(s) chosen based upon the vision and mission. We are to serve the moment, the song, the set, the service, the team, the leadership, the church, and the God of Creation, before we serve ourselves.

### **Excellence in Preparation**

*"Proper Prior Planning Prevents Poor Performance."* – old US Navy axiom.

*"He who fails to plan, plans to fail."* – Benjamin Franklin

Plan ahead to have practice time when you are scheduled. The songs are most often up on Planning Center Online for several weeks ahead of time. Take avail of that resource.

Practice ahead of time on your own. Learn the songs. Listen to them repeatedly. Learn the parts you're responsible for, and practice them until they are second nature.

*Practice is personal*; it's what we do to ready ourselves and our instruments & voices with the parts we are responsible for.

*Rehearsal is relational*; it's what we do when we bring all our properly prepared parts together in unity. Rehearsal is not time to learn the music, it's time to rehearse as a band.

If you are playing the song by looking at the music, & seeing the words for the first time... that's practice, not rehearsal. Our expectation is that you arrive practiced up and ready to rehearse.

### **Excellence in Timeliness**

*"If you're not 15 minutes early, you're late."* –Admiral James G. Prout III

*“How do you spell love? T-I-M-E.” – Dr. Anthony P. Witham*

Pride is often at the root of tardiness, and it has no place in the worship ministry. Thinking or acting as if your life’s activities are more important than those of the rest of your teammates by being consistently late is inherently prideful and sinful. Arrange your schedule in such a manner that you put others ahead of you; being on time honors others the sacrificial giving of others. It shows them love.

We will honor the Lord and each other with our commitment to be on time.

If the truly unforeseen does happen and you are waylaid by no fault of your own, you will communicate that to the worship team leader before you arrive so he/she can communicate it to the team with full integrity, honoring all, so that none may be stumbled by your late arrival.

### **Excellence in Presence**

*“We do not segment our lives, giving some time to God, some to our business or schooling, while keeping parts to ourselves. The idea is to live all of our lives in the presence of God, under the authority of God, and for the honor and glory of God. That is what the Christian life is all about.” — R.C. Sproul*

Lead by the example of your lives, whether or not you are on the platform. Be present, even if you’re not participating on the team that weekend. Show the rest of the team your support, and show the rest of the church your example, to lead from the pews. Strive to live out that Romans 12:1-2 example in your life as a living sacrifice, and to let your lamp shine before men as Matthew 5:16 says, to give glory to God! Be present in the body to encourage and build the body.

### **Worship Leaders**

*“You can’t lead others where you haven’t already gone yourself.” – Chris Tomlin*

Prepare service plan at least 2 weeks ahead of time, or in the time frame directed by the pastors. Remember each service does not stand alone, but is part of a greater whole, and others are depending on you to contribute in a timely manner so they can make creative plans further down the road based on what you built. Coordinate songs with the scripture to be taught, if at all possible, by coordinating with the pastor/leader to be teaching. Plan additional scripture to share along with the songs, to help people make the connection between modern songs and the Word of God from which they are breathed.

Prepare yourself spiritually and practice worshiping on your own before you stand before the team.

Print & prepare music for the team. Plan ahead if you need access to the office to accomplish this.

Front-load any special video or media needs to media team.

Arrive at least 30 minutes before call time to set up, prepare, and deal appropriately with unforeseen challenges. Be there to greet team.

Plan to be present after rehearsal for prayer & meetings with individuals.

Lock up after rehearsal – check building room by room. Make sure no one is waiting for a ride by themselves in the parking lot. Your team is your responsibility – shepherd them well!

## **Tech Team**

*“The sound engineer needs to listen to the songs as well as any other member of the team, and needs to be prepared and rehearse!” – Jeremy Begbie*

Arrive 30 minutes before call time to set up, turn on system, assist band in their set up time. The band can't properly set up & test instruments if the sound isn't on for them, and this is your responsibility.

Set aside any broken gear and label it so it can be fixed & notify sound ministry head.

Listen to the songs on Planning Center ahead of time so you have an idea of what the mix should sound like. Is there a lead piano part that needs to be pushed at certain places? A lead guitar part? Know the song as well as any of the rest of the band – YOU are the most important instrumentalist in the band!!!

## **Instrumentalists**

*“Worship Culture begins with the leaders – if we're not modeling, it won't happen.” – Buddy Owens*

Arrive sufficiently early to properly set up instruments & gear such that all are ready at call time. If that means you need to be there 30 minutes early to reset & troubleshoot your gear, that's when you need to arrive. If your instrument needs to sit in a room for 20 minutes to get temperature and humidity acclimated to stay in tune, take that into consideration.

Make it a habit/priority to memorize the music to the songs. Take the music off the page and put it in your hearts. Don't let your eyes be locked to the music stand – it limits your ability to groove with the rest of the team.

Be aware of your countenance – don't be stagnant and solemn, but allow the music to move you as you create it.

Bring equipment that is vital to your position. If you're a drummer, bring your sticks (and possibly a metronome). If you're a guitarist, bring a guitar strap and picks. Bring spare strings – or better yet, have a backup instrument for that inopportune moment when you do break a string in service. Be prepared.

## **Drummers Expectations:**

- Tight tempos
- A sense of dynamics
- Know where the song is going. The rest of the team cues off of you when moving through the song structure from verses to choruses, etc. so it is important that you know the song structures. Whether that means you use the charts, keep notes or memorize, that is up to you. Do not play on the fly. Do not wing it. Prepare ahead of time.
- Tastefulness. Don't hold back on those flashy chops (if you have them in your arsenal), but try not to overplay either, especially if it can make you drop the consistency of the meter. You don't need a fill every 2 bars. Fill to transition between elements, and keep it simple; simple is best. Keep a tonal sensitivity.
- Remember the Three C's of Drumming: consistency, consistency, consistency!

- Don't play like you're in a jazz band (Play in a jazz band for that). Study the song, serve the song. What does the song need? Do that, do that only, and do it well.

### **Guitarists Expectations:**

Play for the style of the song. Throwing blues licks into a hard rock song is probably not going to work.

#### Acoustic guitarists:

- It is generally a fact that you will only be heard during softer parts of songs. Don't take it personally.
- Learn to use a capo when appropriate.
- Do not use an effects board the way you would as a solo acoustic guitarist – it muddies up your tone in the midst of an ensemble. Let the tone of your instrument be from the instrument, with only minor effects such as reverb. Brighter is better, natural is better, less emphasis on piezo sound is better. Save the effects board for that soft solo moment when the soundscape is not cluttered with other instruments.

#### Electric guitarists

- Tailor your tones for the style of the song.
- Listen to recordings of contemporary music for tonal cues (Lincoln Brewster, Hillsong, Jesus Culture, Redman, etc...). From the secular side, Eric Johnson, John Mayer, U2's the Edge and even Slash have produced tones that can work very well within the genre. Things to stay away from: Excessive use of effects that do not complement the texture of the song
- If you are a skilled soloist, I encourage you to give those skills to God as your act of worship. Just try to be tasteful and make sure it fits the song or style. Always demonstrate such skills with humility, performing for God and not for people. Let your attitude of humility inspire people to ask, "Who are they playing for?" and your excellence inspire them to ask "Why is their audience (God) so important that they give Him their all with such passion?" Just as light appears brighter when in the presence of darkness, humility shines brighter when in the presence of skill.

### **Bassists Expectations:**

- Hit the right notes at the right time. While every musician has this challenge, it is probably most important to the band for you to be on top of this, since your instrument so strongly defines the harmonic structure. You are the anchor. Be the anchor.
- Sense of rhythm/groove. The bass is a sort of bridge between the pitch instruments and rhythm instruments. Learn to play the grooves for each song and 'in the pocket'.
- Know when to NOT play.
- Dynamics are the driving force. Play more when the song is big and less when it is small. Don't play at all when the song requires it. Don't give in to the temptation to add "just a little embellishment"... let the song breathe.
- Don't give in to the generic Motown shuffle rhythm structure. Learn what melodic rhythm works for each song and stick to it. "Bumm... bum bummm... Bumm... bum bummm" is best saved for when you're actually playing Motown, not Hillsong or Passion or Lincoln Brewster or Paul Baloche or Chris Tomlin...

### **Keyboardists Expectations:**

- In some contemporary songs, the guitarists get to hog many of the fun parts. Just remember that the last will be first! ☺ Songs like “We Are The Free” and “This Is Amazing Grace” were written for you to shine, so own them!
- Use patches/sounds that are appropriate for the song and styles. In contemporary, these are common patches/sounds:  
Pianos, Organs (B3, B5, Leslie), Strings, Ambient Pads
- Try thinking like an orchestra. You don’t always have to play chords. Sometimes playing single note melodies, fills and counterpoint is just the ticket to put a song over the top! (Listen to end of “Whom Shall I Fear” for example)
- Where there are well defined lead keyboard parts, learn the lead keyboard parts. Take time to work out the sound textures and implement them.

### **Orchestral & Solo Instrumentalists Expectations:**

- Know when to play. Create parts that complement and serve the song.
- Know when to NOT play. Be okay with not playing when it is the better choice.
- Dynamics are the driving force. Play more when the song is big and less when it is small.
- Don’t play at all when the song requires it.
- Don’t give in to the temptation to add “just a little embellishment”... let the song breathe.

### **Vocalists**

*“Rehearse like it all depends on us, but worship knowing it all depends on Him.” – Aaron Lindsey*

Arrive sufficiently early to warm up your voice and be ready to start before call time. That does not mean scurrying in the door right ‘as the bell rings’ for call time. Be present in a timely manner.

Smile! It brightens the tone of your voice and sounds great! Be aware of not just the words you are singing but how you are singing them, and how your body is presenting worship. Model right worship, vibrant worship, passionate worship.

Memorize the lyrics to the songs. Take the words off the page and put them in your heart. Don’t be locked to the music stand, as it won’t always be there, and we desire the freedom to move about different songs as the Lord leads – even if it’s not on the page. Know the words – it is your primary responsibility.

### **Vocalists Expectations:**

- Sing in tune
- Sing in a style complementary to that of the lead vocalist for the song
- Moderate vibrato only as a backup singer
- Complementary vowel enunciations, diphthongs and trip thongs, glottal stops, etc. Watch plosives and hard T’s as well! Do as the leader does. Blend.
- Blend with the other vocalists
- Facial and physical expressions communicate more than our words so communicate the passion you have outwardly. YOU are all lead worshipers!

## Practice

Practice with the MP3 file as a guide to supplement the chord chart in order to determine dynamics, accents, groove, song structure and most time signature lines – but do not live and die by that exact arrangement! Expect that we will vary from the roadmap and style of the original. Learn the parts faithfully so that we can then launch from there into our own flavor.

Rehearsals are *not* practices. Please give your fellow teammates the courtesy of practicing on your own time so that rehearsals will run as smooth as possible.

*~~~~~Practice is Personal, Rehearsal is Relational~~~~~*

If you're coming to Rehearsal without having first practiced the songs, you are doing your teammates a disservice and missing the point of the rehearsal. Come prepared!

Take notes on the charts if necessary.

As another courtesy, if you need to set up your instrument, please do so BEFORE the start of rehearsal. No one likes waiting on you. I hate to be blunt, but it's true, so let's just call that like it is.

## Teamwork

*Partner together in ministry!* No man is an island, and no ministry exists separately from others. Leaders need to be in regular contact with each other to see how we can help each other. We will not have a solo mentality. We will co-labor in Christ together for His kingdom rather than build our own.

*Choose to be exceptional, rather than to be the exception.* Don't be the person asking for exceptions to the rules for the sake of doing something that departs from the vision, goals, and directives given by the pastors. Instead, be the person asking how you can go above and beyond in striving to attain those goals. Make it a joy for those in authority to serve you by serving them likewise!

*Be a team player.* Your voice is important, and necessary to be heard – but strive to be on board with the rest of the team, at the direction of the pastors, doing everything cheerfully and not begrudgingly. At the end of the day we need to be in unity together, and that is every person's responsibility to make every effort to do so!

*"It's everybody's responsibility to groove." – Norm Stockton*

## Worship Team Expectations and Conduct

**Vision** – to live and lead a lifestyle of worship of Jesus Christ

**Rehearsals** – Wednesday nights from 6:30PM – 8:30PM are mandatory for any who would participate with the weekend service; this includes sound, lighting, & visual media volunteers as well as platform musicians. We do our absolute best to be ready to start by 6:30PM, to honor one another's time. Music will be made available in the correct keys two weeks prior to the rehearsal on Planning Center Online.

- We know and understand that we honor and respect one another by coming to rehearsal prepared, knowing our individual parts, ready to bring it together as a team

- Musicians will be in contact with each other ahead of rehearsal to predetermine parts
- The Worship Pastor and/or worship leaders will make themselves accessible ahead of time to address any concerns or answer any questions regarding parts, arrangements, keys, etc.

**Sunday** – The scheduled team will be at the church, gear in place, set up, tuned up, warmed up, ready to start devo/sound check/rehearsal at 8AM (times will change for special services and multiple services schedule). Team will also attend the pre-service prayer meeting at 9AM

**Availability** – It is our desire that Worship Team members are serving at least three times per month in order to gain ownership of and experience the journey/momentum throughout the year. Being present with the team for rehearsals & devotional times even when not scheduled for that week's team shows commitment to the team and will be highly encouraged.

**Attendance** – We understand that our conduct off the stage will speak volumes to our community and that when in the congregation we are partnering with the scheduled team by leading from where we stand. Our aim is for 100% attendance, however, we also understand that there are extenuating circumstances, and a need for days of rest.

**Lifestyle** – As Christ followers we are all called to make disciples. This implies that as lead worshipers we are effectively saying, "Do what I do". We do not look for perfection, rather, we look to be people whose lives are pointing to Jesus and living for His Kingdom.

**Disagreements/Conflict** – Will be handled Biblically, appropriately and without gossip or slander. The Worship Pastor will be available to help resolve conflicts according to the second step of Matthew 18:15-17, provide Biblical counsel, address personal concerns and pastoral needs.

## Appearance and Leading Worship – Dress Code

### Dress Code

We are a casual, come-as-you-are church. We will dress in such a manner as to authentically reflect who we are the rest of the week. We strive to usher our brothers and sisters into the presence of the Lord for worship, and as such, will strive to present ourselves in a manner that would facilitate that goal while minimizing distractions. Both men and women will dress in clean, well-fitting and appropriate clothes. We will dress in a manner that would not distract or hinder the worship of the majority of our church body. Modesty is always the best policy.

Our dress code for public worship leading follows these common sense rules:

*Nothing too tight,  
Nothing too short,  
Nothing too revealing,  
Nothing too shabby,  
Nothing too showy,  
Nothing too distracting*

Team Leaders will take responsibility for their teams' attire being appropriate for the venue in which they serve.

## Worship Ministry Leader Expectations

**Whatever you do, work at it with all your heart, as working for the Lord, not for men.**

Colossians 3:23, Ephesians 6:7

**Can two walk together unless they be agreed?**

Amos 3:3

**Ministry is not always easy but it is always eternal!**

Pastor Scott Lowther

**Christian Leadership is serving others by leading and leading others by serving.**

Pastor Brendan Prout

1. **We Expect Loyalty** -- We've got your backs and you have ours. We will always believe and defend you first and we expect the same from you. If someone comes to us with a problem with one of our ministry team staff members, we will take the side of the staff first. Obviously we will have the tough conversations as needed but we will believe the best in our staff. There is no room for hidden agendas and private kingdom building.
2. **We Expect Excellence** -- We will maintain a high expectation of excellence flowing from the top down. We do not settle for second best. You need to have a "holy discontent." We need to keep getting better and better at what we do. It is that commitment to excellence that allows us to grow into greater responsibilities.
3. **We Expect Personal and Spiritual Growth** -- Your ministry needs to be an overflow of what God is doing in your personal life. This is our primary concern. It is so easy for those of us in ministry to seek God for others instead of seeking God for ourselves. We have got to do ministry out of the overflow of what God is doing in our lives!
4. **We Expect Passion** -- for God, His people, and our ministry. If there is something that we are doing that we cannot be passionate about, then we are doing a disservice to God and to His church.
5. **We Expect Honesty** -- Integrity at all times and in all matters is our top priority. We will work hard to sustain a climate of authenticity that allows our people and our leaders to be real. This helps eliminate the temptation to internalize struggles for a fear of repercussions. Integrity is a must. A lack of integrity is grounds for dismissal.
6. **We Expect Hard Work** -- give 100%. When you are serving God through this church, give it all you've got. The Lord hates laziness in ministry and so do we. God and the people with whom we have been entrusted deserve our best. You need to put in your hours of availability and have your calendar updated so that we know exactly when you can serve and when you cannot. Laziness will not be tolerated period. Failure to follow any policies will result in consequences. Being in ministry is a calling. You must have a heart for the work. The heart for the work is reflected in the way we do the work. Each one will carry their own load and help others carry theirs. We are accountable to each other, the pastors, the board, the members and the Lord.
7. **We Expect a Positive Attitude**. Attitude really is everything. I've learned that how much you enjoy ministry depends on who you're doing ministry with. Let me just say it like it is: negativity sucks. Literally. It sucks the life out of a team. A bad attitude is a reflection of a bad heart. We will not allow public negativity from the staff about ministry, the church, leaders or elders. Unity is a must.
8. **We Expect Occasional Mistakes** -- You are free to make them (once ☺). Experiments are allowed. Risks are encouraged. However repeated mistakes due to a lack of preparation, responsibility or willful neglect reflect a problem that we will address. Don't be afraid to try new things. We will try and circumvent possible mistakes up front but in a situation like ours where we have to take constant risks, mistakes will happen. When we do make mistakes we will learn from them and move on. It is safe to fail, just don't make a habit of it.
9. **We Expect Wisdom** -- We must be wise in our use of words (what you say and how you say it) and in our actions. We expect all decisions you make and every action you take to be done with wisdom (the application of biblical truth to the situation). The Word has a lot to say about the consequences of foolishness.
10. **We Expect You To Verbalize Rather Than Internalize**. We want a ministry culture where people can have tough conversations about tough topics. We will always function with grace and truth. Truth means we are going to be honest no matter what. Grace means we are going to love you no matter what. We expect that if there is ever a problem or God is leading you to something new or somewhere else that you will make that known so we can help you fulfill your calling.
11. **We Expect Fun**. We all have bad days. We all have long days. But if ministry isn't enjoyable you need to get out of the game! Can you believe we get to serve the Lord? We are among men and women most blessed.

**We expect Excellence in:**

**Communication & Planning**

### Timeliness

On time means on time! *Not* 5 to 15 minutes late. Leaders must set the example.

*"If you're not 15 minutes early, you're late."* – Rear Admiral James G. Prout III

Tardiness as a habit will not be tolerated. Leaders should in general be the first to arrive and last to leave.

Be there prepared to welcome your team and assist them.

Be on time to corporate worship, not only rehearsals and meetings! Set the example for your family and the flock, as well as those within the Worship Ministry whom you would lead.

### Response and follow through to communications

Timely response policy:

Email – 48 hour response

Text & Vmail – 12 hour response

Planning Center- Check at least once a week, respond to PCO requests immediately upon receipt

Block out "off" dates on schedule at least 2 weeks ahead of time

Keep contact info updated with PCO and other ministry leaders!

### **Stewardship**

Other people come first! Treat each other with care, respect, and honor.

Facility & gear should be treated with care. Keep in mind it was paid for sacrificially.

Clean up your own area – don't leave it for the next person to clean up without asking.

Take your gear with you – don't leave it at the church...

Facility is used 7 days a week; your things do get in the way of other ministries.

Believe it or not, things do get stolen. Take good care of what God has given.

Know the "neutral" setting for your room; leave it better than you found it!

### **Discipleship, Mentorship, Accountability**

Our purpose as leaders is to train and equip other believers to do the work of ministry they are called to by the Lord, and we ourselves must be always growing in skill, discipline, and maturity. Be intentional in addressing each of these areas:

Who are you raising? Who is your Timothy?

Who is mentoring you?

Who is alongside you keeping you accountable?

### **Attendance**

Ministry meetings follow the Amos 3:3 principle. Leaders need to be on the same page.

Be present at the weekend services and Ministry events – not just the big events. Show up to support, encourage, & serve your fellow teammates in ministry, even/especially when you're not scheduled.

*If it were not important enough for you to be there, why would your team be there?*

*If it were not important enough for you to worship when you're not on the platform, why would the church follow you in worship?*

Be present. *Set the example by being there, and being there on time.*

Love = TIME

### **Transitions**

Entry of new people: actively seek out and recruit new members.

Give support & encouragement; provide sharing of resources, training, and assistance to being part of the ministry.

Exit of old people: don't let anyone slip through the cracks

Procedure for honorable & dishonorable discharge

Orderly transition of responsibilities

Exit interview with pastor if possible

### **Flexibility**

Willingness to lay aside personal preferences for the sake of unity is essential.

Ability to roll with changes applies both to musical ability & preparedness.

Willingness to try different approaches to technical or musical direction, per suggestion from either team members or leaders, is essential.

### **Preparedness**

Practice songs ahead of time. Come to rehearsal having expertly learned and mastered your songs, vocal & instrument's parts. Exercise personal responsibility and so be able to teach others & direct them.

Don't dishonor the Lord or your team by winging it. Invest your own time first.

*Practice = personal*

*Rehearsal = relational*

### **Security**

Have good Situational Awareness. Know who is in building at same times as you. Protect each other by keeping doors closed/locked when you are not in the building. Keep back doors closed/locked except during services, especially at night.

Refer crazy/disruptive people to speak to elders/pastor by contacting office during business hours, or call an elder/pastor yourself if you deem it an emergency.

During a service, the Security Team may be contacted through the Ushers, or any elder.

**DO NOT EVER GIVE OUT ANYONE'S PERSONAL CONTACT INFO!!!**

You may certainly call a person and ask permission to give their information to another, but don't give it out without asking first.

Note: If approached by someone asking for financial assistance, we do not give out cash - ever.  
Elders disseminate assistance to our own members first, then others on need basis.

## **Biblical Qualities of Worship Leaders**

*Attitude, Ability, Availability, Commitment, Character, Consistency*

Live these out as an example, expect them from your team, and look for them in prospective team members. The expectation is that all who would set foot on the platform to lead from the front would *strive* to meet the same biblical criteria of leadership required of elders and deacons.

### **Biblical Qualifications to lead:**

(1 Peter 5:1-5, 1 Timothy 5:17-22, 1 Timothy 3:1-12, Titus 1:6-9, Titus 2, Acts 20:28-29)

- Spirit filled
- not a novice or recent convert
- willing & eager to serve
- not greedy for money
- not arrogant or prideful or overbearing
- example to the flock
- submissive to elders
- humble
- able to be taught
- defender of the sheep
- above reproach with believers (good reputation with outsiders as well)
- not sharing in the sins of others
- husband of only one wife
- temperate/patient
- self controlled
- respectable
- hospitable
- able to teach
- not given to drunkenness, not indulging in much wine
- gentle not violent
- not quarrelsome
- manage own family well
- his children obey him, are believers, are not wild & disobedient
- their wives must be respectable & trustworthy, not malicious or gossips
- not pursuing dishonest gain
- must hold to truths of faith with clear conscience
- loves what is good
- holy
- disciplined
- encourages others through sound doctrine
- refutes those who oppose truth
- sound in faith, love and endurance
- reverent
- not slanderers
- kind
- integrity
- seriousness
- of sound speech
- not back-talkers
- not thieves
- trustworthy
- must be tested

Leading worship is a serious role within the life of the church body, so conduct yourself with dignity, humility, selflessness, seeking the good of others, and serving the needs of others.

If you find you lack in any of the Biblical areas listed above, exercise the humility and maturity to actively seek out other leaders who will help you grow in these areas, and so prove yourself to be a worker worthy of the calling.

## **Song Selection**

All songs used for corporate worship will be carefully selected to be Christ centered, Biblically rich, theologically true, and doctrinally sound. To ensure that songs selected are consistent with this rubric, a master list of songs that have been decided upon together by the Creative Team and Worship Pastor will be provided to all worship leaders as the pool from which songs may be chosen for corporate worship.

Songs for worship in settings of varying age levels and ministry groups will be selected accordingly as appropriate to that specific group, and will still be held to the standard of Biblical truth as a core value, subject to review by the Worship Pastor, Pastors and Elders.

## **Core Team**

The Worship Ministry will develop a Core Team, which will be main team tasked with the responsibility of leading worship for main worship services and church-wide events.

### **Expectations of Commitment for Core Team**

Leading our church in worship in the main services is not a role or responsibility to be taken lightly. It is a privilege and an honor.

As such, we have an extremely high level of expectation for commitment in order to participate in the worship ministry for this specific area.

In order to be included as part of the core team that leads in the main services, one must meet all the criteria previously discussed: *Attitude, Ability, Availability, Commitment, Consistency and Character*. Being a positive, encouraging, team player is a must. Being able to play with any other member of the Worship Ministry is a must. We will not pick and choose those who serve in ministry based on who gets along with whom. All who serve need to get along well with all who serve. There isn't any other biblical option.

### **Core Team Participation Commitment Level:**

There may be at any given time just one Core Team, or multiple Core Teams in a regular rotation. Regardless of how many are in the mix, each Core Team will be expected to rehearse weekly, 4 weeks out of 5 weeks, regardless of whether they are scheduled to lead that weekend or not. Each team will hold to this consistent commitment to grow in excellence in their development as a team, and as individual musicians.

Those who would step forward to be counted among the musicians on the Core Team will make the commitment to be available to serve 4 out of 5 weeks. Those who cannot make this high commitment level may be asked to serve needs of the Body in other areas of the Worship Ministry, rather than in the main services.

## **Outreach Team**

Highest caliber of musicianship required, in order to best represent Christ and glorify Him publicly. Able to play songs from memory at the drop of a hat, without prior rehearsal. Willing and able to serve where ever, whenever, however asked.

## **Worship Ministry Job Descriptions**

### *Worship Pastor*

Gives oversight for all areas of worship and media, serving and providing support to all worship ministry leaders and media ministry leaders. Leads worship services or otherwise ensures that worship is accomplished in an appropriate manner for the main church. Responds directly to Lead Pastor. Responsible to ensure all leaders are equipped, trained and skilled in their particular area of oversight. Responsible for shepherding and caring for the people serving in the worship and media ministries, and communication of ministry vision, direction, goals and expectations to all volunteers; responsible for ensuring that song selection, music arrangement, team preparation and overall worship environment is appropriate to usher the people into God's presence to worship Him. Responsible to ensure all volunteers serving are equipped, trained and skilled in their particular arena. Ensures all activities of this ministry are executed with excellence befitting the Lord.

### *Worship Leader*

Gives oversight for a specific team or area of worship, such as Children's Worship, Heritage, Young Adults, Youth, Vocal Chorus, etc. Leads worship under direction of Worship Pastor in partnership with Pastor/Elder overseeing the specific ministry they support. Responsible to ensure all volunteers serving are equipped, trained and skilled in their particular arena. Ensures all activities of this ministry are executed with excellence befitting the Lord, at a level appropriate to the portion of the body they serve and those whom would serve alongside them.

### *Creative Team*

Members of the Creative Team are selected from the Worship Leaders. Responsible to meet together monthly, collaborate and prayerfully select songs to be used in corporate worship for main services in concert with the upcoming Bible verses being taught. Responds directly to Worship Pastor.

### *Musician/Instrumentalist*

Responsible for being trained and skilled on his/her instrument to serve and lead the people in song, to worship and glorify the Lord. Responds directly to the Worship Leader given oversight of their team or area of worship. Responsible for knowing and heeding the expectations and guidelines in the Worship Ministry Manual. Most of all, responsible for mastering their instrument and the songs they would play, so as to use their gift in the most excellent way to give glory to God!

### *Vocalist*

Responsible for being trained and skilled with his/her voice to serve and lead the people in song, to worship and glorify the Lord. Responds directly to the Worship Leader given oversight of their team or area of worship. Responsible for knowing and heeding the expectations and guidelines in the Worship Ministry Manual. Most of all, responsible for mastering their talent and the songs they would sing, so as to use their gift in the most excellent way to give glory to God!

### *Tech Director*

Gives oversight for all areas of Sound, Visuals, Graphics, Lighting, and Media. Responds directly to Worship Pastor. Responsible to ensure all volunteers serving are equipped, trained and skilled in their particular arena. Ensures all activities of this ministry are executed with excellence befitting the

Lord, and as a steward sees that all equipment is properly cared for, maintained, and in condition to serve the needs of the church.

### *Sound Ministry Leader*

Gives oversight for all Sound Techs. Responds directly to Tech Director, under Worship Pastor. Ensures all volunteers serving are equipped, trained and skilled in sound engineering. Provides scheduling of sound techs for all events requiring sound. Ensures sound equipment is properly set up, used properly, put away and cared for to serve the needs of the church.

### *Sound Tech*

Directly supports the Sound Ministry Leader and the Video Tech in their weekend duties, serving under the Tech Director and Worship Pastor, to perform live sound engineering for both the main house mix as well as export a streamed mix for remote listening on campus. This person should have a servant's heart with a passion for the evangelical influence of worship music on God's people. Prior experience or musical training with general aptitude in technical skills is preferred. Must be available for Thursday evening music rehearsals and weekend services. Must be able to make a commitment to regular scheduling, with some flexibility for special events.

### *Camera Tech*

Responsible for operating mounted camera during the weekend services and at events that take place in the sanctuary. Responds directly to Tech Director. An understanding of how to use focus and zoom control in a studio setup, being able to frame a shot as per Tech Director's preference (using pan and tilt) is preferred but not necessary. Training is required and provided. Must be able to make a commitment to regular scheduling, with some flexibility for special events.

### *Video Tech*

Responsible for livestreaming, recording, editing, exporting, and uploading of sermon video & podcast to iTunes and Youtube server. Responds directly to Tech Director, under Worship Pastor. Coordinates linking of uploaded files to website via cooperation with the Webmaster and Office Manager.

### *Webmaster*

Responsible for maintaining website and posting/updating of all content. Reports to Communications Director. Receives content and direction from the Communications Director.

### *Social Media Coordinator*

Responsible for maintaining social media sites such as Facebook and Twitter, posting appropriate content in a timely manner, disseminating information to the church body, keeping information synced with weekly announcements of upcoming events and church website, creating event pages and sending out invitations to church members online. Reports to Communications Director.

### *Graphic Artist*

Works with digital still images to create artwork for background slides, social media, announcements, banners, etc. Reports to Communications Director. Ensures there is never just a blue background slide in service. Creates weekly worship preview graphics for use in social media.

#### *Video Team*

Creates and edits video for use in service and online, including video announcements, sermon recordings, etc. Reports to Creative Team.

#### *Visual Media Tech*

Creates and controls lyrics and graphics during weekend services and at events when necessary. Reports to Tech Director. Should have a good understanding of the Mac platform. Knowledge of the software Pro Presenter is a necessity. Training is required and provided. A musical background is preferred for accurate timing on lyric slide advancement. Must be able to make a commitment to regular scheduling, with some flexibility for special events. Participation in midweek rehearsals is required when scheduled.

#### *Photographer*

Serves by capturing digital still photographs of people and events. Reports to the Communications Director. Ensures that image files are provided to the Communications Director in a timely manner so as to be most beneficially utilized. Must have own personal photographic equipment to capture images. Flexibility in availability for different events and services is desired.

#### *Videographer*

Serves by recording handheld digital video of people and events. Reports to the Communications Director. Ensures that video footage is provided to the video techs in a timely manner so as to be most beneficially utilized. Flexibility in availability for different events and services is desired.

#### *Lighting tech*

Ensures that theatrical lighting in the main sanctuary is kept in proper working condition and used properly in conjunction with achieving the desired environment at the direction of the Worship Pastor and Tech Director. Responsible to replace burned out light bulbs, arrange colors and orientation, and report when equipment needs to be repaired or replaced. Will make recommendations to the Tech Director on best uses of existing gear as well as purchase recommendations for new gear.

## Requirements for contributing to Planning Center Online shared resources

Planning Center is a pooled resource. Everyone in every area of Worship Ministry may utilize it. Therefore, we will strive to keep it as useful as possible by making sure when we contribute a song that it is a complete resource, with consistency in the song charts, documents, files, and attachments.

### Minimum requirements for uploading new song to Planning Center:

*Correct Info:* Title, Author, CCLI number, Publisher, Date, tempo (BPM), time signature

*Chord charts:* Primary document must be in .pdf format

Secondary source may be Word .doc format (not .docx, to allow greater access), Arial font, .5" margins. Must show Title, Author, CCLI#, date, publisher at top. Chords in bold above lyrics. Each song chart should fit on one single page. (See attached for example). Secondary charts may be multiple page documents, or use other formats such as .rtf

*Song file:* May be mp3 format or Youtube link, must have at least one.

Using both is recommended.

When uploading mp3 file, save file name as:

"Name Of Song (Artist) – Key of song.mp3"

Example: "God Of Wonders (Chris Tomlin) – G.mp3"

We have the capability of transposing the original key of mp3 recordings to match the key being used in service, to serve as an additional resource to our musicians. To have an mp3 transposed, please ask the Worship Pastor for assistance.

*Notification:* When you upload a new song to the database, please notify the Worship Pastor so he can ensure the song resource is complete, and is added to the official song roster.

Only songs in current use are kept in the PCO roster. Songs not being used will be archived and preserved for possible later reprise.

Sample format worship song chart document follows on next page:

## 10,000 Reasons

Matt Redman, Jonas Myrin  
2011 ThankYou Music, CCLI# 6016351 72bpm 4/4

### Chorus:

**A E B/D# C#m**  
bless the Lord O my soul, O my soul  
**A E Bsus B**  
worship His Holy Name  
**A C#m A B/D# C#m**  
Sing like never before, O my soul  
**A B Esus E Esus E**  
I'll worship Your Holy name

*(last time – vamped ending)*

**C#m A B C#m**  
I'll worship Your holy name  
**A B E**  
Yes, I'll worship Your holy name

### Verse 1:

**A E B C#m**  
the sun comes up it's a new day dawning  
**A E B C#m**  
it's time to sing Your song again  
**A E B C#m** (pause)  
whatever may pass and whatever lies before me  
**A2 E Bsus B E**  
let me be singing when the evening comes

### Verse 2:

You're rich in love and You're slow to anger  
Your name is great and Your heart is kind  
for all Your goodness I will keep on singing  
ten thousand reasons for my heart to find

### Verse 3:

and on that day when my strength is failing  
the end draws near and my time has come  
still my soul will sing Your praise unending  
ten thousand years and then forevermore

## **TECH: Standard Operating Procedures & Routines**

### **SOP's**

There will be a book of Standard Operating Procedures which explains the how-to's of most of the equipment in the sanctuary, with detailed instructions in step-by-step fashion of how to do everything from turning the theatrical lights on and off, to operating the sound board, to getting projected media to work.

This SOP book is a black binder located in the sound booth, kept in the shelves to the far right side of the sound board.

### **Stewardship principle**

We operate and handle all equipment and the facilities themselves as stewards, given responsibility for the care and gentle treatment of the gear we are blessed to have use of. Please treat the equipment well, because it belongs to the Lord, not to us. Treat each other even more carefully than you treat the gear, because while we do belong to each other, we belong to the Lord first, and each person who serves is of immeasurable value to God.

### **Rehearsal prep**

In preparing for rehearsal, it is important to note that the musicians cannot do their jobs unless the tech team has done theirs first. When you are scheduled to run tech for a rehearsal, please take the time to make note of what instruments are scheduled, how many microphones will be needed, forecast the stage arrangement, and be prepared to get it all set up with your fellow volunteers.

Use Planning Center to get familiar with the songs and the service plan. Forecast in general what the service is going look and sound like, and make plans along those lines.

### **Rehearsal setup**

Check on Planning Center ahead of time to see which musical instruments are being used, how many vocalists will be singing, etc, so that their stations can be planned for in advance. It makes for a much faster setup. Some stations can be set up prior to musicians arriving, such as laying cable and direct boxes, setting out music stands and mic stands. Some stations require the presence of the musician, such as for setting a mic on a guitar amp – but as much as possible, please try to get the stations in place before musicians arrive.

The sound system should be fired up and the monitor system completely booted up before the musicians arrive, so that they can check for signal and tune their instruments.

Please double check mic placement on the drum kit/percussion, as they do sometimes get moved. Checking the mics on the piano routinely is a good idea as well.

### **Weekend prep**

Check with the worship leader ahead of final setup to see if there have been any last minute changes to the tech needs, such as a mic for a previously unplanned baptism, child dedication, introduction, etc. If there are any tech problems, alert the worship leader as soon as possible so accommodations can be made, if need be.

### **Weekend setup**

As best as possible, try to make sure that cables are not underfoot of the musicians on the platform, and not placed in a manner that would be a potential trip hazard.

Please do all walking of the room during sound check and rehearsal, testing for sound pressure levels and frequencies. Once the service starts, we want to eliminate distractions as much as possible by remaining out of sight and out of mind.

### **During services**

Please politely discourage anyone from hanging out in the sound booth, unless they are working with the tech team, or training with the tech team. Other than the momentary visits from deacons and elders and staff, there should not be anyone else in that area.

Please *plan ahead* how you will handle “helpful” feedback and critique from church members when they come calling. Find a positive way to receive their concerns or suggestions quietly and assure them that the need will be tended to, but as best you can, try not to let them linger in the sound booth area, vulture over you watching you serve, or provide any distraction to those worshipping.

### **Tear down and room reset**

Following the service, please do encourage musicians to help break down their stations and show them where the gear needs to go, in order to reset the room to a neutral condition, so that it can be used by the next ministry group utilizing the facility. Please help the musicians to ensure they are logged out of personal IEM profiles, and save your own settings on the mixing board as well before shutting down.

Cables, stands, etc, all have their proper places. If a particular musician has left their gear behind, please do what you can to assert whether they’d prefer it be left in place or if it would be a blessing to them to take it down for them. Try to leave the place in better shape than you found it – and that goes for the backstage storage areas as well. Please try to keep it tidy and well taken care of, to be a blessing to those who will use the gear next.

## Worship Ministry Covenant

As a member of the worship ministry you act as a facilitator of worship. Your role is to help others acknowledge and respond with all their heart to the greatness and worthiness of God. Our role when we lead worship is to be, by the power and leading of the Holy Spirit, the conduit to help all present connect significantly with God. He is the audience -- not us and not the congregation. We are not there to be distracted musical spectators, but willing and enthusiastic participants in the worship experience. In order to achieve this, there are a few things that we all need to agree upon to help usher our church into a deeper understanding of and freedom in worship.

The 10 Agreements:

1. **We agree to walk wisely knowing that our relationship with Jesus determines our character and our character determines our response.**
2. **We agree to respect each other by making preparedness and promptness a high priority.**
3. **We agree to love each other and be honest even when it's difficult.**
4. **We agree to support each other and our church.**
5. **We agree to receive constructive criticism from other people knowing that it's intended to make us better.**
6. **We agree to lead well off the stage understanding that our platform of influence extends past our association with our Church and into our public lives including time on social media.**
7. **We agree to be honest with the worship staff about personal struggles that may affect our leadership.**
8. **We agree to continually support each other in prayer.**
9. **We agree to be grateful for where we are and hopeful of where we will one day be, knowing that God isn't finished with us.**
10. **We agree that the central aim of what we do is to glorify God and lift high the name of Jesus. Although musicianship is important and excellence is vital, everything leans up to support our central aim.**

The specific area(s), both spiritual and musically, in which I am committed to growth as a musician/artist/sound engineer/team member of the worship ministry this year is (are)...

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As a committed participant in the worship ministry, I commit to upholding the standards and goals included in this ministry covenant.

Name

Date

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