



Music Ministry Team Manual

Statement of Purpose:

The music ministry team's purpose is to lead the congregation into the presence of the Lord (2 Ch 7:1-2, 1 Pet 2:5), thus opening and preparing their hearts to receive the Word of God (Rom 12:1, 2 Cor 3:18). This will be accomplished by using the gift of music given by God, as well as the words and actions shown through how we live our lives both in and outside of church (Psalms 19:14).

Bethel's Mission:

Here at Bethel, we are striving to hear and follow God's will in our lives, seeking to know God's Word through our ministries. Worship is rooted in these ministries, and is extremely important to the Lord as he called us to be worshippers of him. Knowing this, there are many ways to worship, all with one commonality: all involve giving our hearts and lives to the Lord. Bethel's music ministry team utilizes music, a gift given by God (1 Cor 12:28), and is vital to the spiritual growth of our congregation. Members of this team are called by the Lord and must uphold high standards as we serve him with everything we are and everything we do (Psalm 19:14).

What is worship?

Worship is defined as immense adoration or admiration. The act of worship involves giving attention through showing love and praise. We worship God in the course of how we live our lives. Worship is a lifestyle (Heb 13:15, Psalms 146: 2).

Why should we worship?

"We love him because he first loved us." (1 John 4:19) "You are worthy oh Lord to receive glory and honor and power." (Revelation 4:11)

How do we Worship?

We worship by following the Great Commandment: "Love the Lord with all your heart, and with all your soul, and with all your mind, and with all your strength" (Mark 12:30).

---See appendix A for all scripture references---

General Guidelines

Having read this far, you have shown an interest in serving the Lord. When feeling the call to join the music ministry team, you must first consider the following information. This ministry is leadership based, as we seek to lead the congregation into the Lord's presence every service. To lead others to Christ, you must have a firm foundation in the Lord which requires being in the Word and praying consistently. Therefore, to be a member of this team, you must first:

- Be a believer in Jesus Christ as our savior
- Be a member or in the process of becoming a member of Bethel Assembly of God
- Be attending at least one service weekly

The goal of every member of the music ministry team is to strive to achieve a balance between *spiritual maturity* and *excellence in musical skills*.

Spiritual Maturity is shown through:

- A passion for God—desiring to please God without reserve
- Having a teachable spirit—able and willing to learn
- Servant heartedness—putting others before yourself
- Self-discipline—being in control of your actions submitting to the Holy Spirit
- Commitment—being available when needed and being on time
- Communication—being able to give and receive ideas
- Consistency—continually seeking and serving
- Character—moral excellence
- Confidence—be willing to lead
- Attitude—always working toward the greater good

Excellence in musical skill is defined as being able to sing or play an instrument well enough so that the congregation is not distracted or does not notice the band but rather can be fully engaged in seeking God's presence. During worship, we must allow God to lead us and thus be able to adjust and flow with the Spirit. This requires the ability to change where needed without diminishing the quality of the music. A worship team member is expected to be able to do the following.

- Sing in pitch (all singers including choir)
- Play an instrument with technical and pitch accuracy (instrumentalists only)
- Be able to follow music, specifically chord charts
- Have a clear concept of rhythm, tempo and sound quality
- Be able to flow with the other team members
- Be willing to learn

General Guidelines for joining the Worship Team

- Become a member by taking the membership class
- Attend the music ministry team meeting and fill out the application
- Go through the audition/interview process with worship coaches*
- Attend practices

*The audition/interview process will involve a meeting with the worship coach and a brief demonstration of the afore mentioned musical abilities. Media and sound people will demonstrate a certain level of knowledge or willingness to learn about these fields. Before one can become a part of the team, he or she must participate in a few practices to demonstrate musical understanding and team work. Final decision will be left to the worship coach.

General Information

Music Ministry Team Instrumentation:

- Worship Leader (Team Leader)
 - Keep open communication with the team and the worship coach.
 - Prepare music for each service and re-file afterwards. (Work with worship coach on the actual selection of music.)
 - Schedule practice times with team and worship coach.
- Media Specialist—needed for rehearsals and services only
 - Prepare words for each service using Songshow Plus
 - Run pre-service announcement slides
 - Run all videos and music from the computer pre, during, and post service.
- Sound Technician—needed for all practices, rehearsals and services
 - Be early to run sound check on all instruments and vocals and change them regularly as needed throughout rehearsal or service including the pastor's microphone for sermons and sound for videos and music
 - Be aware of all cables and their input location
 - Record all services
- Bethel Singers (Choir and Praise Team)
 - Soprano, Alto, Tenor and Bass
 - Help in leading worship as part of the praise team
 - Be alive involving the congregation in celebration during worship
 - Perform specials that help deliver the message
 - Lead large dramatic productions for special occasions i.e. Christmas, Easter and etc.
- Guitars
 - Acoustic
 - Electric
 - Bass
- Keys—Keyboard and Piano
- Percussion—Drum set and Auxiliary
- Wind Instruments
- Strings

If for any reason you can not make a rehearsal or service, please contact the worship coach at least 2 days in advance and find a person to fill in where possible. A contact sheet will be made available for all members of the music ministry team.

General Information

Services and Practices:

Service	Rehearsal*	Time	Practice**
<i>Saturday (once a month) – Coming Soon</i>			
The Gathering (Young Adults)	TBA	TBA	TBA
<i>Sunday</i>			
Traditions	8:00am	9:00am	TBA
Celebration (Choir)	10:00am	11:00am	Thur. 6:00pm-9:00pm***
Sunday Evening	5:30pm	6:30pm	TBA
<i>Wednesday</i>			
The Journey	6:00pm	7:00pm	TBA
Identity (Youth)	6:00pm	7:00pm	Sun. 4:00pm-5:30pm

*All rehearsals before service must end 20 minutes prior to the service start time. We cannot be practicing while people are walking in. This means that practices will need to be scheduled in order to be prepared to present to the Lord our best in each service.

**Practices will be scheduled by team leaders based on their team members' availability and cleared by the worship coach. All times are subject to change.

***The celebration service will involve the choir and band playing and singing together as one worship team. The band for this service will provide all music for the specials and larger productions. Therefore, it is important for each group to practice not only as individual ensembles, but also as one large group. The musicians for the celebration band will practice every other week on Thursdays with the band meeting from 6:00pm to 8:00pm and the choir from 7:00pm to 9:00pm. There will be breaks from time to time to keep the team fresh.

Individual Guidelines

Platform

1. All personal equipment must be removed from the platform after service.
2. Keep all wires neat; don't leave the platform in disarray.
3. Do not leave trash or gum on the stage.
4. Please remove all music from the stands and file it in the music cabinet located in the choir room.
5. Keep the drum cage clean by removing all paper and placing sticks in the bag.
6. Do not walk on to the platform after worship has begun; please arrive on time.
7. If anything is moved, please put it back the way you found it when finished.
8. Do not change any of the input plugs or wiring unless authorized to do so by a sound technician.

Sound/Media Booth

1. No one should mess with the sound or media equipment in the booth unless authorized by a sound or media technician.
2. The booth should be left clean and organized after every service.
3. All of the equipment should be properly shut down and batteries recharging after every service.
4. The door should remain closed and locked whenever the room is left unattended.

Dress

Part of the music ministry involves presentation. Please wear the appropriate clothing when you are on the platform.

1. Sunday Morning: Traditions, Celebration
 - Band
 - Button down shirt, polo or blouse (long or short sleeve)
 - Slacks, nice jeans, skirts (below knees) or dresses (conservative)
 - Dress Shoes
 - Choir
 - White long sleeve blouses/button down shirts
 - Black pants/long skirts
 - Black shoes
2. Sunday and Wednesday Evening
 - Nice T-shirt, polo or button down shirt
 - Jeans (no holes please) or slacks
 - Sneakers or dress shoes

Music

Music selection will be the responsibility of the worship coach and team leaders and must be prepared prior to a scheduled rehearsal time. Once a list is approved, all music should be located in the filing cabinet in the choir room. Do not make any copies of music until you have checked to see if we have it. We are trying to be more efficient by saving paper. Music folders will also be available in the choir room to use for worship. Be sure to empty them and re-file the music when you are done returning everything to its appropriate place. Choir rehearsal folders will be prepared and then stored in the numbered slots in the choir room. All choir members will be assigned a folder.

Concerns with any of the standards and guidelines of this manual will be handled by the worship coach on an individual basis. All considerations and deliberations will be left to the discretion of the worship coach under the supervision of the senior pastor.

Appendix

Scripture

"Now when Solomon had made an end of praying, the fire came down from heaven, and consumed the burnt offering and the sacrifices: and the glory of the Lord filled the house. ² And the priests could not enter into the house of the Lord, because the glory of the Lord had filled the Lord's house." 2 Ch 7:1,2 KJV

"Ye also, as lively stones, are built up a spiritual house, an holy priesthood, to offer up spiritual sacrifices, acceptable to God by Jesus Christ." 1 Pet 2:5 KJV

"I beseech you therefore, brethren, by the mercies of God that ye present your bodies a living sacrifice, holy , acceptable unto God, which is your reasonable service." Rom 12:1 KJV

"But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord." 2 Cor 3:18 KJV

"Let the words of my mouth and the meditation of my heart, be acceptable in thy sight, O Lord, my strength, and my redeemer." Psalms 19:14 KJV

"And God hath set some in the church, first apostles, secondarily prophets, thirdly teachers, after that miracles, then gifts of healing, helps, governments, diversities of tongues." 1 Cor 12:28 KJV

"Through Jesus, therefore, let us continually offer to God a sacrifice of praise, the fruit of lips that confess His name." Hebrews 13:15

"I will praise the Lord all my life; I will sing praise to God as long as I live." - Psalm 146:2

"Praise the Lord with harp: sing unto him with the psaltery and an instrument of ten strings. ³ Sing unto him a new song; play skillfully with a loud noise. ⁴ For the word of the Lord is right; and all his works are done in truth. ⁵ He loveth righteousness and judgment: the earth is full of the goodness of the Lord." Psalm 33:2-5 KJV

"Use guitars to reinforce your Hallelujahs! Play his praise on a grand piano! Invent your own new song to him; give him a trumpet fanfare. For God's Word is solid to the core; everything he makes is sound inside and out. He loves it when everything fits, when his world is in plumb-line true. Earth is drenched in God's affectionate satisfaction." Psalm 33:2-5 (The Message)

"Sing praises to God, sing praises to our King of all the earth: sing to him a psalm of praise." Psalm 47:6, 7 (NIV)

"Let everything that has breath praise the Lord." Psalm 150:6

Music Ministry Application

Name: _____ Date: _____

Address: _____

Home phone number: _____ Cell phone number: _____

Email address: _____

Do you have a personal relationship with Jesus Christ? _____

Are you a member of Bethel assembly of God? _____

If no, will you be taking the Discovering Bethel membership class? _____

Primary Instrument/Voice(SATB)/Media/Sound: _____

S=soprano A=alto T=tenor B=bass

Secondary Instrument/Voice(SATB)/Media/Sound: _____

List any other instruments or areas of the worship band that you might be able to fill:

List any other musical groups that you have been a part of or training that you have had:

List any leadership training or experience that you have had:

List any other Bethel ministries in which you are involved:

By signing this, you are confirming that you understand and agree to these guidelines, and upon completion of the audition process and acceptance in to the music ministry, you will maintain a faithful commitment to uphold these standards.

Signature: _____