

Worship Arts Ministries

Revised July 15, 2021



Copperfield
CHURCH

Copperfield Church Worship Arts Ministry

The purpose and desire of the Copperfield Church Worship Arts Ministry is to lead people selflessly, inconspicuously, and with skill towards worship of God. Worshipping God is one of the highest privileges and joys for all Christians, not just musicians, so the role of the worship team is to do all we can to encourage, invite and lead others to participate in worship. We are so glad you have the interest and desire to be involved in leading public worship of God.

Purpose of this Handbook

This handbook is not meant to be intimidating. Its purpose is to inspire each of us to reflect and prayerfully consider our motives and desires for being part of the Copperfield Church Worship Team. This isn't just about music; it's a ministry. We want to ensure all involved in the Worship Arts are in agreement regarding our purpose and what is expected of each member of the team.

As a Copperfield Church volunteer, you should have already received the General Policies Volunteer Guidebook which covers topics applicable to all volunteers. Additional topics covered in this Worship Arts Ministry Handbook include:

- Duties and responsibilities for each role in the Worship Arts Ministry
- Expectations for members of the Worship Arts Ministry teams
- Time commitment
- Planning Center
- Application process

Please read this entire manual and keep it as a reference. It is not possible to anticipate all situations that could arise in ministry or provide information that addresses every possible situation. Therefore, the policies in this guidebook are subject to periodic review and updating.

Table of Contents

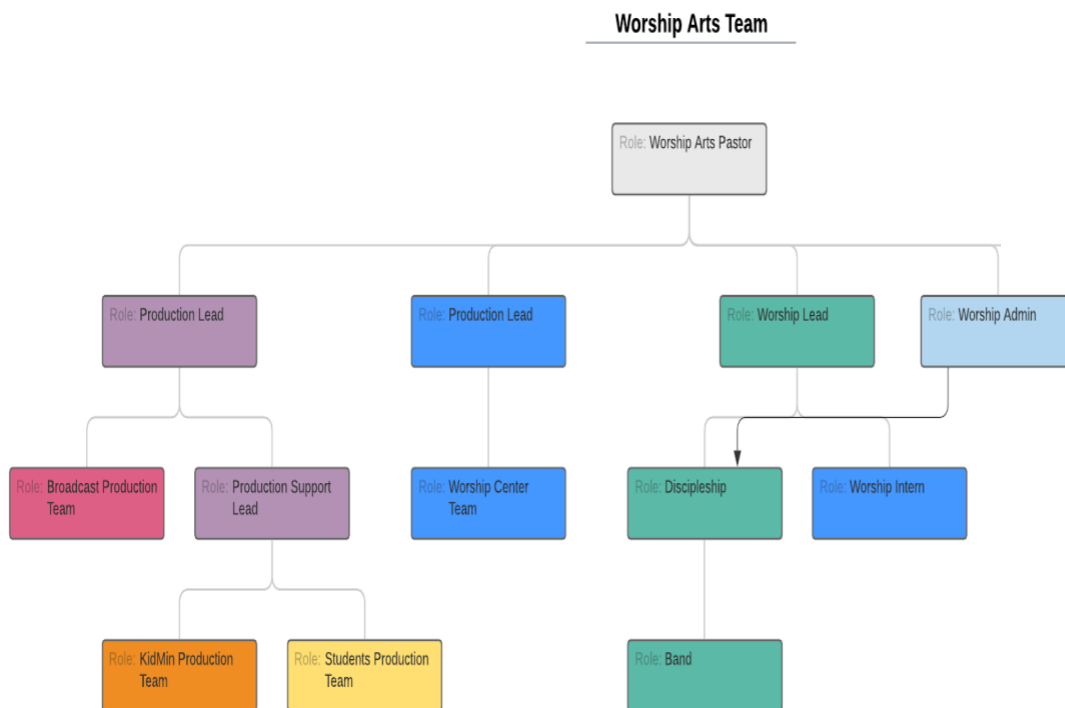
- Purpose of this Handbook2
- Table of Contents.....3
- Worship Arts Team Organization4
- Core Values for Worship Arts Ministry5
- Expectations for All Members of Worship Arts Ministry.....6
- Additional Expectations for Worship Team Members7
- Duties and Responsibilities for Each Worship Arts Role8
 - Worship Arts Pastor8
 - Vocalists8
 - Instrumentalists8
 - Tech Team.....8
 - Audio Operator8
 - Lights and ProPresenter.....8
- Time Commitment.....9
- Planning Center.....9
- When It’s Time to Step Down:.....9
- Application Process.....10
- Worship Team Standard of Excellence Agreement11

Worship Arts Team Organization

The Worship Arts Ministry is composed of two teams who are led by and accountable to the Worship Arts Pastor:

- Worship Team (vocalists, instrumentalists)
- Production Team (audio, cameras, lights, ProPresenter, video production)

This handbook will describe the qualifications, expectations and responsibilities for each role. Although all in Worship Arts Ministry will hold each other accountable, those called by God to be worship team leaders will be held accountable to a higher spiritual standard because of the position and visibility of leading public worship.



Core Values for Worship Arts Ministry

- Our corporate worship services will be about, for, and to almighty God and for His glory and not for us.
- We will lead others to active and authentic worship of God through music, scripture, prayer and testimony in a way that focuses attention on God and not on us.
- God deserves our best, hence we will be committed to musical excellence so we do not distract others from focusing on God.
- We will keep the truth of God, as expressed in His Word, the subject of the words we sing and speak in corporate worship.

Expectations for All Members of Worship Arts Ministry

Each member of the worship team or production team is expected to:

- Be an active participant in worship services, even when not scheduled to serve.
- Attend rehearsal prior to service date.
- Be punctual to rehearsals and services, arriving early enough to be set up before the designated start time.
- Clean up after oneself and put away equipment after each rehearsal and service.
- Be a team player and serve with a humble, cheerful attitude.
- Submit to the direction of Copperfield Church and its pastors and be responsive to correction.
- Utilize the Planning Center to block out dates, print music and communicate with leaders.
- Participate in provided training opportunities.
- Have the full support of family in order to honor the time commitments of practices, rehearsals and services.

Additional Expectations for Worship Team Members

Since members of the worship team are in a very public role and “up front” during a service, they are seen by the congregation as leaders and, as such, have higher expectations and qualifications. In addition to the expectations for all Worship Arts Ministry members listed on the previous page, each Worship Team leader is expected to:

- Be born-again Christian exhibiting a healthy and growing walk with Jesus.
- Be a member of Copperfield Church for a minimum of six months and be an active member of a small group.
- Serve in at least one additional ministry area outside Worship Arts in Copperfield Church.
- Practice a lifestyle of worship. Worship is not just a Sunday morning event, but daily praising the Creator and submitting to His will.
- Be spiritually mature, obedient to God’s Word and a reflection of Christ in lifestyle. If at any time your conduct or personal life is not what Christ would have, voluntarily step down until the situation changes.
- Be musically skillful. The music ministry is not a place to learn how to play an instrument or learn to sing. Prior to joining the worship team, members will need to audition. If your voice or skill set is not quite ready, you will be encouraged to continue practicing and developing your skill until you can musically fit with the team.
- Be committed to musical excellence by spending time practicing and developing skills. Be prepared for rehearsals by listening to and practicing songs beforehand and by having music ready and in order.
- Be humble and teachable, remembering it is God who gave the talent and that talents can always be developed and improved.
- Play or sing with the team with sensitivity and appropriate dynamic level, follow the leader’s direction and be responsive to correction.
- Be modest and neat in appearance asking oneself: “Would what I wear distract others from worshipping God? Will it draw attention to me?” If so, be willing to adjust so as not to impede others from worshipping.

Duties and Responsibilities for Each Worship Arts Role

Worship Arts Pastor

- Follow the Copperfield Church Lead Pastor's direction and leading as the visionary and spiritual authority of the church.
- Prayerfully plan worship services including the flow, song choices, transitions, lighting, and video presentations.
- Care for the needs of the worship arts team members.
- Lead rehearsals.
- Schedule and coordinate worship arts teams.
- Manage the Planning Center.
- Provide training opportunities.

Vocalists

- Demonstrate ability to sing on pitch.
- Blend and harmonize with other singers.
- Practice outside of weekly rehearsal times.
- Learn songs well enough to not rely on reading lyrics and move towards memorization.
- Lead the congregation in authentic physical expressions of worship.
- Take direction from the worship team leader.

Instrumentalists

- Practice ahead of rehearsal time.
- Arrive early to set up equipment. Be tuned up and ready to go when rehearsal is scheduled to start.
- Follow the team leader's direction.
- Be sensitive to the song's message.
- Put away your equipment when the rehearsal or service is done.
- Keep your equipment in good working order so it is reliable and stays in tune.

Tech Team

Audio Operator

- Be trained and current with the correct use and operation of the sound equipment.
- Arrive early before rehearsals and services to allow sufficient time to assist in stage setup and testing of sound prior to the scheduled start time.
- Focus on your job and be responsive to the worship leader.
- Set up and tear down equipment.
- Study manuals to learn the operation of new equipment when it is replaced or upgraded.

Lights and ProPresenter

- Refer to manuals to become familiar with the correct use and operation of equipment.
- Study manuals to learn the operation of new equipment when it is replaced or upgraded.
- Arrive at 7:45am on Sunday morning to meet with the Worship Arts Pastor to discuss the needs for the service.

Time Commitment

- Mid-week Rehearsal Time
- Sunday Morning Rehearsal Time: Arrive at 7:30am, be ready to go at 7:45am.
- Sunday Morning Services
- Special Services, such as Easter, Christmas, Good Friday, may require extra rehearsals and multiple services.

Be considerate of everyone's time by arriving early enough to be ready and focused at the scheduled start times. Socializing and connecting with others is important, but needs to be kept outside the scheduled timeframes so the time is productive for the whole group.

Planning Center

The Planning Center is integral to organizing worship services and managing the worship arts team resources. The Planning Center will send you requests for service and information about songs for each service.

- Requests to serve on specific dates will be sent to team members. Be prompt in your response to accept or decline a date so the team leader has ample time to fill in holes.
- Each team member needs to use the Planning Center to block out dates when he/she is not available to serve to minimize sending out multiple requests.
- Team members can indicate in the Planning Center how frequently they would like to serve.

When It's Time to Step Down:

All of us experience life cycles and some may require stepping down from the Worship Arts Ministry. You may need to step away for a time because of family needs. Perhaps you are risking burning out and need to take a break. Sometimes the ministry may change and you don't feel like you are the right fit. Or maybe God is directing you to a different ministry. In any of these situations, please speak with the worship ministry leader about what you are feeling or thinking. Allow the ministry leader to work through these situations with you.

If lifestyle issues that do not reflect Christ-like character become apparent in a worship team member's conduct, a ministry pastor will approach the member about stepping down. The conduct of worship team leaders reflects directly on Christ and the Church. Conduct, whether on or off church premises, that is criminal, dishonest, immoral in nature, unbiblical or detrimental to the witness of the Church is cause for dismissal from the worship team. If a problem in conduct arises, the ministry pastor will follow the procedures outlined in Matthew 18:15-20 and offer counseling and discipline with the goal of leading the person to repentance and restoration. If there is no evidence of spiritual change and the person is unwilling to be held accountable to the conduct guidelines spelled out in this document or the General Volunteers Policies Handbook, the person will be dropped as a worship team member.

Application Process

1. Complete the General Volunteer Application form. This will include a permission form for a background check and references check.
2. Attend the General Volunteers orientation.
3. Attend some rehearsals to gain familiarity with what the worship arts ministry entails.
4. Fill out the Worship Team application.
5. Informal Interview: This is a chance for you to ask questions and for team leader to get to know you.
6. Audition (for vocalists and instrumentalists)
7. Decision by Leadership
8. Probation Period: to confirm your skills and see how you mesh with the rest of the team.
9. For worship leaders: Agree to and sign the Worship Team Standard of Excellence on the next page.

Worship Team Standard of Excellence Agreement

At Copperfield Church, we view worship team leadership as a high calling and believe the Bible calls worship leaders to be above reproach, living a life that exhibits personal morality and character consistent with the Bible. Therefore, we require each worship team leader to signify his or her intention to uphold the following standards by signing this agreement. Violating these standards can be potential grounds for removal from the Worship Team Ministry.

As a worship team leader at Copperfield Church, I commit to the following:

1. I will conduct myself in a manner which is above reproach for the cause of Christ. This includes abstaining for all appearances of evil. (1 Thess. 5:22)
2. I will support the vision and principles of Copperfield Church. If I find that for any reason I am unable to support the policies, procedures, or doctrines of Copperfield Church, I will gracefully and quietly resign my position.
3. I will support the current leadership of Copperfield Church and the Worship Team Ministry and aim to help in the best way possible. (1 Cor. 1:10; Amos 3:3)
4. I will refrain from participation in gossip, murmuring, and complaining. This includes complaints against fellow church members, church leaders and policies.
5. I will be respectful of authority in word, action, and attitude. (1 Peter 2:17; Hebrews 13:7) If I have concerns, I will address my concerns to the appropriate leaders in a civil and Christ-like manner. (1 Cor. 1:10; 2 Cor. 12:20) Should I find it impossible to resolve my grievance, I will resign my position in a manner considerate of the ongoing program. (1 Thess. 5:12)
6. I will consistently attend worship services in addition to serving on the Worship Arts team. (Heb. 10:25)
7. I will faithfully practice, attend rehearsals and participate in leading services to which I commit. I will give a two-day notice (preferably sooner) of my absence to the Worship Arts Pastor, except in case of emergency.
8. I will maintain a cheerful disposition, work in the spirit of faith, and encourage others in the Worship Arts Ministry.
9. I will be willing to listen to constructive criticism and prayerfully consider the input of others. Because "all of us are smarter than one of us" I will work hard at being a team player. (Proverbs 12:15; 13:10; 19:20)

I have read and agree to live by these Standards of Excellence Guidelines to the best of my ability.

Signature

Date