

# Worship Team Handbook

## Overview of the documents

First and foremost...this document is designed to promote a healthy team environment and provide a structure for growth and accountability. As always, within the body of Christ, we must walk in love, patience, and mercy. This document is not designed to chastise or rebuke...but rather hold each member accountable to the values, attributes, and processes critical to creating and maintain a healthy worship team.

*“If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have **not love**, I am **nothing**. If I give all I possess to the poor and surrender my body to the flames, but have **not love**, I gain **nothing**. Love is patient, love is kind. It does not envy, it does not boast, it is not proud” - 1 Corinthians 13:2-4*

**Vision & Mission Statement** – This document defines the vision statement for the CFC Worship Team

**Core Values** – This document is a list of what we feel are the important values for the individuals that participate on the worship team. These values not only apply to the worship team, but should be the values by which each of us model and live our life. These values support our mission statement.

**Attributes** – As the Core Values define how we should live our life...the Attributes help provide a standard by which we can measure, develop, and critique those values. This document defines these attributes.

**Covenant** – These are a list of commitments that the members of the worship team agree to walk by. These will help each of us hold ourselves and others accountable for the attributes and core values. These statements become the promises we make to each other and the roadmap for walking in love and patience.

**Guidelines** – This document details the guidelines for attendance, skills, dress code, events, etc. This document will grow and change as the worship team and church grows and changes. These guidelines are designed to promote a healthy team environment and provide a structure for growth and accountability.

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## **CFC Worship Team Vision**

The vision of the CFC Worship Team is to lead the congregation into God's presence and to a place of intimacy with Jesus. To contribute, through worship, to the growing and enabling of God's people in their relationship with Him. To increase His Kingdom and to see God's will realized in individuals and in the church.

## **Our Mission**

To utilize the ministry of worship and the arts to more effectively and relevantly reach our community and develop believers through the ministry of the local church. Thus, fulfilling the mandate of the 'Great Commission' to make disciples of all nations." (Matthew 28:19)

# CFC Worship Team Core Values

## **Integrity and Honesty**

Integrity and honesty is committing to having your “yes” be yes, and your “No” be no. As Christians, we are to walk in the footsteps of Christ. As leaders, we are responsible to the individuals we lead to live our lives with conviction and without compromise. Often integrity and honesty are best demonstrated not in the extraordinary, but in the smallest decisions and gestures. You never know who is looking for the Christ in you.

People who have integrity and honesty:

- Communicate in a direct and truthful manner
- Consistently earn the trust of others
- Maintain confidentiality of information
- Readily admit mistakes
- Do what they say they will do
- Speak the truth even when it's not popular
- Do not withhold information that may be valuable to others
- Value the integrity of the team over personal gain
- Share credit for achievement with those involved

## **Open and Respectful**

People who are respectful of others understand that how the job is accomplished is as important as the job itself. They understand that getting the best from worship team members is often accomplished by being open, approachable, constructive, and considerate.

Being open means listening to another's point of view, even if it runs counter to your own. Openness is the willingness to hear constructive criticism, knowing that the sooner you hear it, the faster the course can be corrected. Openness is remaining approachable and easy to talk to, no matter your level.

People who are open and respectful:

- Foster candid discussions
- Share information appropriately and quickly
- Are easy to approach and talk to
- Encourage others to express their viewpoints, even when contrary to own
- Listen to understand another's point of view without interrupting
- Communicate critical feedback with respect
- Consider the experience and knowledge of others
- Do not disparage others

- Assume the best motives in others
- Ask difficult questions to discover answers, but never to demean
- Never act in a manner that could be perceived as threatening, or intolerant.
- Are more interested in finding the right answer than in defending a position
- Maintain objectivity when conflict arises and don't personalize

## **Accountable**

Accountability is about keeping your word and taking responsibility for the commitments you make. When you say you'll do something, you do it. Trust is built over time in just this way. This is true, not only with fellow worship team members, but with church leadership, congregation, youth, and visitors. Being accountable is not always easy. It takes vigilance. But it is the bar we always strive to clear.

People who are accountable:

- Do what they say they will do
- Take responsibility for results achieved by themselves and their team
- Exceed the expectations
- Develop practices and procedures to get things done the best, most efficient way
- Plan accordingly, based on anticipated problems and roadblocks
- Delegate when necessary and hold others responsible for their commitments
- Own up to mistakes and respond proactively to find a solution

## **Excellence**

Excellence is at the core of what we do as a ministry. We want to present our best to God and to the individuals we lead in to worship. Because we know the physical can sometimes distract from the spiritual, we want things to look right, feel right and be right. It is not about the performance...but bringing our best before God.

People dedicated to excellence:

- Ask for and constructively use feedback about strengths and weaknesses
- Seek out feedback and are open to critical reviews of projects and ideas
- Seek opportunities for personal and professional growth
- View each experience as an opportunity for learning
- Provide direct, thoughtful feedback on strengths and weaknesses
- Develop and mentor others

- Willingly share information, ideas, and experience to strengthen the performance and growth of others

# CFC Worship Team Attributes

Along with our core values, each worship team member should strive to demonstrate the following attributes

**Character** - We want people who reflect integrity in their lifestyle and walk with God. Our standard for morality and character development is as high as our standard for musical excellence. While we are all sinners saved by grace, we look for people with the following qualities:

- Adherence to High Moral Standards
- Servant Hearted
- Team Player
- Flexible & Adaptable
- Mentorable & Teachable
- Emotionally Stable
- Tolerant & Forbearing
- Exemplifies Humility
- Willing to be accountable to leadership

**Competency** - Giftedness rates right next to Character. We believe that quality attracts quality. Our standard for skill is very high. A high level of skill helps to remove many unnecessary distractions that hinder people from coming into a deeper more meaningful worship experience. The more skilled we are as a team the less chance for distractions.

**Consecrated** - Each person in the worship ministry must be a devoted follower of Christ and spiritually prepared to lead. We accept individuals into the Worship ministry who have totally consecrated their giftings to the service of the Kingdom of God. Therefore, according to (Ps 1:1-6; Ps 26:4,5,8; Pro 6:27,28; 1Cor 15:3; 2Cor 6:14-18; 2Cor 7:1; 2Thess 3:6) we do not accept musicians or singers as a member of a worship team who currently perform in bars, clubs, or similar questionable venues. Members of the worship ministry must exemplify the following characteristics:

- Accepted Christ as Savior and Lord
- Exhibits a passion for the ministry of Worship
- Spiritually mature & morally stable
- Active & current in devotional habits

**Note:** These preceding qualifications are not a set of regulations indicating that one should be perfect. Rather, these guidelines are the type of behaviors that this ministry should strive to model.

**Chemistry** - It takes teamwork to make the dream work. We believe in the team leadership approach to ministry. While we value and respect pastoral oversight to chart the course, we believe that a successful team is one where each individual works together to flow in a single direction.

**Called** - We want to build the ministry with people who believe God has called them to the Worship Arts Ministry.

**Committed** - Before we accept individuals to serve on the worship team, the expectations and level of commitment needed is clearly communicated. When you accept the responsibility set forth by the worship ministry, you are accountable to God and the team for that commitment. A lack of commitment causes frustration within the team and leadership.

**Consistency** - With the abundance of weekly rehearsals, weekend services, and other special events, we want people who are faithful and able to effectively manage their schedules.

**Confidence** - We all have different levels of talent, but we want everyone to be willing to work hard and develop greater effectiveness with their musical gifts. Confidence that exudes from the platform gains the confidence and trust from our congregation as we lead them in worship.

**Charisma** - We want people who radiate passion for God and joy in their calling. Natural stage presence is key to effectively engaging a group of people to enter into worship.

**Connected** - Every worship team member should be committed to integrity in relationships here at CFC. "And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching." Hebrews 10:24-25

# CFC Worship Team Covenant

**We are committed** to each other. Our attitude will be to put the team first before our selfish desires. (Romans 12:10)

**We will pray** for one another on a regular basis. (Colossians 1:9-12)

**We will spend** quality personal time with God on a regular basis. (Matthew 6:6)

**We will develop** our spiritual gifts and natural talents to the best of our ability. (2 Peter 3:18)

**We will participate** in group fellowships and training events offered by the worship ministry. (Heb 10:25)

**We will communicate**, in love, our disagreements directly to the parties involved and choose to forgive one another as Christ has forgiven us. (Matt 18:15-20)

**We will reconcile** all offenses and seek to resolve our differences before taking the platform to lead worship. It is better to be reconciled than to be right. (Matt 5:23,24)

**We are sensitive** to the presence of the Holy Spirit among us. Therefore we will not grieve Him with bad attitudes. (Ephesians 4:30-32)

**We will not tolerate** any unwholesome talk among us. We will strive to use words that glorify God and build up one another. (Ephesians 4:29;5:3-12; Colossians 3:5-8; 2 Timothy 2:16-22)

**We are devoted** in our mission to worship God and will passionately lead others to do the same. (Psalms 9:1)

**We will fulfill** our ministry responsibilities joyfully without grumbling or complaining. (Psalms 100:2 KJV; Philippians 2:14)

**We are dedicated** to love and serve one another as God has commanded us. (John 13:34)

# CFC Worship Team Guidelines

## Summary

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Each worship team member should be committed to creating an atmosphere of worship, without distraction, through excellence in music. As we seek to worship God with our whole heart, soul and mind, it is our hope that the audience will desire to do the same.

The following guidelines are in place to provide a consistent environment, reduce the risk of conflict, and to clearly communicate expectations to each member of the CFC Worship Team.

It is critical that each of the Worship Team members walk in grace and love in everything they do and say. It will be in love that these guidelines are communicated and in grace they are applied.

The CFC Worship Team Guidelines are detailed in the following sections:

1. Roles and Responsibilities
2. Attendance
3. Scheduled Events
4. Women's Dress Code
5. Men's Dress Code
6. Process and Procedures
7. Compliance

## Roles and Responsibilities

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The Praise and Worship Team has a great responsibility. As each team member is responsible for leading others in the worship of our Lord, it is imperative that each individual spends time in prayer, lifting up the team and the congregation, and decreasing ourselves so that God may increase.

Just as an athlete “warms up” before an event so that he or she can deliver their very best effort, it is critical as worship leaders to prepare our heart and minds for the opportunity to lead others in the worship of our Lord. It is expected that each team member will spend quality time in preparation for each practice and event. We should all strive to present ourselves and our talents as a pleasing offering to God.

It is the responsibility of each team member to abide by the Vision Statement, Core Values, Attributes, Covenants, and Guidelines outlined in this document.

Worship Team Leader (Pastor Purvis) – The individual responsible for influencing the decisions and defining the musical direction for the team. He/she is the final decision maker on all aspects.

Worship Team Leadership Team (Luigi (lead); Chris, Betty, Clint) – Reporting to the Worship team leader. A subset of the worship team, they are responsible for providing assistance to the worship team leader by influencing the decisions and directions of the worship team members, participating in auditions, encouraging participation and adherence to the worship team guidelines, and resolving conflicts.

Music Lead (Chris) – Responsible for implementing musical direction for the team by leading the selection of new songs, and providing lead/chord sheet for the team.

Worship Lead (Clint) – Responsible for leading worship, picking music for the worship service, is typically the lead singer, and responsible for the over-all readiness of the team for worship service.

Vocalist Team Lead (Betty) - Responsible for the competencies, readiness of the vocalist, and the overall performance of the vocal team. Responsibilities include enforcement of guidelines within the vocal team, and notification of events and schedules.

Band Team Lead (Chris) - Responsible for the competencies, readiness of the musicians, and the overall performance of the band. Responsibilities include

enforcement of guidelines within the band members, and notification of events and schedules.

Vocalist and Band Members (All) - Receives direction from their respective Team Lead, they are responsible for preparation, practice, and presentation of their individual parts.

Lead Sound Engineer (Luigi) - Responsible for creating an atmosphere of worship, without distraction, through the use of sound equipment. Responsible for ensuring functionality and scalability of the sound system, stage equipment, and supporting infrastructure.

Lead AV Engineer (Mike) - Responsible for creating an atmosphere of worship, without distraction, through the use of audio and video equipment. Responsible for ensuring functionality and scalability of the audio and video system, lighting, special music, and supporting infrastructure.

## **Attendance Standard**

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The worship ministry places high value in rehearsal attendance. In order for the team to succeed and perform at optimum level, rehearsal attendance is a priority. Without regular attendance the team suffers. While it is expected that members may pursue other passions outside of CFC, it is also expected that members demonstrate a high sense of value in the area of rehearsal and event attendance.

### **Absences must be communicated in advance to the Worship Team Leader and respective Team Lead.**

Attendance includes practicing for, and participating in, the event(s) on the scheduled day(s) and for the scheduled duration. The duration of these events is important. As is often the case, the worship team is expected to be on stage at the beginning, as well as at the end of the scheduled event.

Members must be present for mid-week rehearsals in order to participate in the Sunday service. The worship leader reserves the right to wave this policy under certain circumstances. However, special considerations for excused absences must be made in advance.

Wednesday Night attendance is expected. The worship team members should plan to be on stage and ready for a sound check 30 minutes before service starts.

As with any skill, practice is essential. Worship Team members are expected to spend the necessary time outside of the formal practice sessions to ensure they are prepared and able to give their best during formal practice and events.

### **Scheduled Events**

- Thursday Rehearsals - Band & Vocal - 7pm to 8:30
- Sunday sound-check Band – 8am – 9am
- Sunday Sound-check Vocal – 8:30am to 9am
- Sunday worship services - 10:15am to 12pm
- Wednesday sound-check Band – 6pm – 6:45
- Wednesday sound-check vocals – 6:30pm – 6:45pm
- Wednesday worship services (7:00pm to 8:30pm)
- Special conferences and rehearsals as scheduled

## Women's Dress Code

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Modest casual dress attire is the standard. As you dress for worship, remember the stage is about 24" higher than the congregation.

### Sunday Dress Code

- Skirts or dresses should extend past the knee in length.
- Dress trousers or pants are allowed. No Capri style pants or khaki-style please.
- When wearing pants, please accompany with an ironed button-up shirt or jacket.
- If sleeveless or cap sleeves tops are worn, they must be covered by a cardigan or jacket when on stage.
- Please wear padded bras.
- The following are not acceptable stage attire:
  - Jeans or denim
  - Shorts
  - T-Shirts
  - Tennis Shoes
  - Cropped shirts

### Wednesday Dress Code

- Skirts or dresses should extend past the knee in length.
- Dress pants or loose ironed khaki. No Capri style pants please.
- If sleeveless or cap sleeves tops are worn, they must be covered by a cardigan or jacket when on stage.
- Please wear padded bras.
- The following are not acceptable stage attire:
  - Jeans or denim (except on nights when dinner is served)
  - Shorts
  - T-Shirts
  - Tennis Shoes
  - Cropped shirts

## Men's Dress Code

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Modest casual dress attire is the standard.

### Sunday Dress Code

- Ironed dress button-up shirt. Jackets are optional.
- Polo style or knit shirts require a jacket.
- Ironed dress pants or khaki style pants.
- Dress shoes
- The following are not acceptable stage attire:
  - Jeans or denim
  - Shorts
  - T-Shirts
  - Tennis Shoes

### Wednesday Dress Code

- Ironed dress button-up or polo shirt. Jackets are optional.
- Ironed dress pants or khaki style pants.
- The following are not acceptable stage attire:
  - Jeans or denim (except on nights when dinner is served)
  - Shorts
  - T-Shirts
  - Tennis Shoes

## **Process and Procedures**

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### **Copyright and Licenses**

All copyright and licensing requirements will be strictly enforced.

### **Purchasing**

All purchases must utilize the formal CFC purchasing request process.

### **Special Requests**

Special requests, such as skits, presentation, or video, should be presented no later than 24 hours prior to the event start time. No requests will be accepted less than 30 minutes before the event start time.

Special requests, such as special music or solos require a sound check. Such requests need to be made by 2 hours prior to the event start time.

### **Song List**

No unpracticed songs on Sunday (minimum, 2 practices required).

Song list should be presented to the worship team 24 hours prior to the event start time.

### **Non-Worship team Members**

Worship Team Family members are welcome to attend practice sessions. However, as distractions can inhibit the Worship Teams ability to focus on their responsibilities, it is imperative that the guest remain off stage and avoid distracting the performers.

Children under the age of 13 are not allowed on the stage or in the sound booth. This restriction is in place for the safety of both the children and the sound equipment.

### **Authorized Access**

Only authorized personnel are allowed on the stage or in the sound booth. No sound or AV equipment should be added, removed, or modified without the approval of the Lead AV Engineer or Lead Sound Engineer.

## Compliance

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As with all guidelines, there is often the need for an element of enforcement in order to ensure compliance. It is critical that each of the Worship Team members walk in grace and love in everything they do and say. It will be in love that these guidelines are communicated and in grace they are applied.

First, it is important to identify that each member of the Worship Team has read and agreed to the Vision Statement, Core Values, Attributes, Covenants, and Guidelines. As such, the primary enforcement of these guidelines is the responsibility of the individual and should seldom require additional encouragement from the other team members or leadership. However, as we are all subject to mistake and oversight, the following process will be utilized when encouragement or enforcement is required.

If an individual is found to be out of compliance with the Core Values, Attributes, Covenants, or Guidelines described in the CFC Worship Team Handbook, the Worship Team Leader, or the respective Team Lead, will identify the oversight to the individual, attempt to understand the reason for the oversight, and encourage future compliance.

If a worship team member is unable or unwilling to comply with the Core Values, Attributes, Covenants, or Guidelines described in the CFC Worship Team Handbook, the Worship Team Leader will meet with the individual to gain understanding and further discuss the issue. If unable to resolve the issue, the Worship Team Leader may request that the individual not participate in the worship team activities for a specific length of time or until the conflict can be resolved.

In situations where encouragement does not produce compliance, the Worship team Leader may request that the individual take an extended break from the worship team activities in order to evaluate their continued participation.

# CFC Worship Team Audition Process

## **General**

While desire is a valuable characteristic for leading worship, it takes a high level of competency to influence the decisions and direction of individuals and congregations. To maintain top quality excellence, we accept into membership those who possess competence that reflects experience and maturity in musical abilities and continued spiritual growth. The following is required.

- Talent - A marked innate ability.
- Skill – Proficiency or dexterity that is acquired or developed through training or experience
- Passion - Boundless enthusiasm to grow talent and skill
- A Heart of Worship – “For where your treasure is, there your heart will be also.” Matthew 6:21

## **Vocalists**

- Proficient in vocal technique
- Must be able to harmonize and hold vocal part
- Strong solo potential
- Good ensemble technique
- Confident stage presence
- Musically versatile

## **Band**

- Proficient with applicable instrument(s)
- Read charts proficiently
- Solid tempo
- Good ensemble technique
- Musically versatile

## **Process**

There are five stages of the audition. They are the musical audition, feedback process, the personal interview, and evaluation. At each stage, the decision to continue to the next stage resides with the worship team leadership\*. At every stage, there will be 2 possible results that can be reached.

1. The Worship Team Leadership Team communicates to the candidate that additional experience, mentoring, or growth is necessary prior to moving forward with the audition process.
2. The Worship Team Leadership Team communicates to the candidate its willingness to continue forward with the audition process by scheduling the next stage of the audition process.

### **Stage 1 - Application**

Anyone interested in participating on the CFC worship team should complete the "CFC Worship Team Application".

### **Stage 2 - The Personal Interview**

During the interview process, the candidate will have the opportunity to meet with the Worship Team Leader to discuss his or her application. As indicated, this will be a personal interview for the purpose of identifying skill, attitude, heart, intent, and spiritual maturity. This interview also provides the candidate with the opportunity to ask questions regarding vision, direction, guidelines, requirements, and expectations.

### **Stage 3 - Musical Audition**

The musical portion of the auditions will be performed in front of the Worship Team Leadership Team and will consist of the following:

#### **Vocal**

- Sing solo to a soundtrack, self-accompaniment, or piano
- Sing a capella
- Sing harmony to a vocal lead

#### **Band**

- Sight-read a chart
- Play with a drummer (drummers audition with main instrumentalist – i.e. guitar/piano)
- Play with the band

#### **Stage 4 - Feedback Process**

Following the musical audition, the worship team leadership will meet to discuss the results of the audition and will schedule a time to meet with the candidate to discuss those results.

#### **Stage 5 - Evaluation**

Each candidate for membership must complete a 3 month orientation before acceptance into the Worship Team ministry. Each candidate must attend and participate in four rehearsals before taking the platform in a Sunday worship service. This process is designed to further assess the candidate's participation. During this 3 month period four factors will be monitored to determine the ongoing participation of each member. These four factors are as follows: Commitment (consistent attendance), Conduct (spiritual), Competence (skill level) and Compliance (guidelines). At anytime during *Evaluation stage*, the Worship Team Leader, at his/her discretion, will determine the candidate's eligibility for full-time membership.

\*The worship team leadership is a single individual or a team of seasoned worship team members that function as a single unit.

# CFC Worship Team Application

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Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

1. What is your area of interest? (please circle one) Vocal, Band, Other
2. Have had formal training in vocal, music, or instrument? \_\_\_\_\_
3. If so, how many years of formal training have you had? \_\_\_\_\_
4. Please provide any training history: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you been on a Praise and Worship team before? \_\_\_\_\_
6. If yes, please list where and for how long and what role did you play?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Spiritual Background
  - a. How many years have you been saved? \_\_\_\_\_
  - b. If married, how many years has your spouse been saved? \_\_\_\_\_
  - c. Others questions?
8. Are you able to participate in practice at least one night a week (min 2 hours)? \_\_\_\_\_
9. Describe what Worship means to you. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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10. Besides your primary area of interest, do you have other musical talents?

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11. Do you participate in any other ministries in the Church? If so, which?

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12. Please describe why you want to be on the Praise and Worship team?

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# Worship Team Commitment

As a member of the Christ Fellowship Church Worship Team, I commit to adhere to the Core Values, Attributes, Covenants, and Guidelines as described in the Worship Team Handbook.

Excluding events beyond my control, I commit to participate for 12 months and will faithfully execute my responsibilities as detailed in the Worship Team Handbook.

I commit to walk in grace and love, holding myself accountable to the covenants describes, while encouraging and assisting other to do the same.

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_