**TABLE OF CONTENTS**

I. Worship Ministry Vision .............................................. 3
II. Ministry Objectives .................................................... 4
III. Worship Ministry Commitment ................................. 5
IV. Getting Involved ..................................................... 7
V. Leadership Structure .................................................. 10
VI. Worship Ministry Position Description ................. 11
VII. Communication ....................................................... 13
VIII. Dress Code .............................................................. 14
IX. Preparation and Rehearsals ......................................... 15
X. Yearly Evaluations ..................................................... 16
XI. Community ............................................................... 17
XII. Moral Responsibilities ................................................ 17
XIII. Disciplinary Action .................................................. 18
XIV. Ministry Commitment Sheet ...................................... 19

*Certain content in this ministry manual is reflective of the Gateway Church Worship Ministry in Fort Worth TX.*

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I. WORSHIP MINISTRY VISION

The Vision of the worship ministry at First Assembly of God is to “develop worshippers who glorify God by living a lifestyle of worship (Rom. 12:1).” Worship is not about singing songs, playing music, fancy motion backgrounds, or the perfect sound mix during services. It is about, and will always be about, bringing God glory through how we live inside and outside the church.

Through the worship ministry at First Assembly, we desire to see souls saved, people healed, chains broken, lives changed, and individuals empowered for ministry within our church and in the city of Manchester.

We believe that praise and worship is accurately defined by the seven Hebrew words used for praise and worship in Scripture. These seven words communicate different aspects of worship in our lives. Our desire is that ministry members will:

1. Worship God through humility—barak (Not allowing self pride in your talents, abilities, etc.).
2. Worship God unashamedly—halal (When David danced he did it with pure motives before God).
3. Worship God through commendation—shabach (Verbally focusing on the goodness of God).
4. Worship God through adoration—tehilah (Expressing to God your love for him through words and ACTIONS!).
5. Worship God through thanksgiving—towdah (Thanking God for the things he has done in your own life).
6. Worship God through confession—yadah (Confessing the greatness of God, His power over circumstances, etc.).
7. Worship God through song and music—zamar (Using talents and abilities, in this case music and song, to glorify God).

We believe that our praise declares to the enemy what God has done, is doing, and will continue to do. We come against the enemy’s work by the words we speak and by our obedience to God’s Word (Prov 18:21, 1 Sam 15:22). Worship creates an atmosphere where faith can rise. That faith then creates an atmosphere of expectancy, and that is where miracles can happen.

When considering this information, we (vocalists, audio/video techs, sound techs, musicians, etc.) must recognize that we are not just people who change the slides for the words, people who assist the musicians and singers with sound management, or people in a band. WE ARE ALL WORSHIP LEADERS.

Everything done during a Sunday service (A/V, musicians, vocalists, or sound) lays the groundwork for the presence of God and prepares the atmosphere of Worship. The expression on our faces, the attitude we bring to rehearsals and Sunday services, the enthusiasm we show in worship, the way we treat those who are part of our team, the passion in our heart to worship God, the way we follow the worship ministry vision. These are all things essential in setting the stage for the presence of God.

We believe that it is the Holy Spirit who transforms lives and we understand that it is a privilege and a BIG responsibility to worship God not just through our abilities to play music, run video, sing songs, or do sound. BUT more importantly it is through how we act, our attitude toward worship, how we treat the members of the worship ministry, and our appearance (not only in modesty, but enthusiasm and expression in worship) that speak the loudest in our worship to God.

II. MINISTRY OBJECTIVES

As a worship ministry, each member should be determined to:

1. Live a lifestyle of worship before God—personally (you have to be a worshipper before you can be a worship leader).
   - Through the words you speak (to God and to people).
   - Through your obedience to God (the way you act).
   - Through the condition of your heart (motivated by love).

2. Worship in a way that reflects heavenly worship—corporately
   - Through praising and worshiping in unity as a congregation.
   - Through glorifying God alone.
   - Through not only verbal but physical expression of our inward passion for God.
2. Spiritual and Skillful Development
— God has given each one of us talents and abilities that NEED to be used to give glory back to Him. As leaders and examples to those in our church, we, the worship ministry of First Assembly of God, commit to:

- Growing spiritually and developing our character (see section III, point #1) in order to move in the direction of the Holy Spirit during each service.

- Devoting at least one hour a week to developing skill in our given areas of responsibility.
  - Singers and Musicians will practice parts for songs. THIS INVOLVES MEMORIZING BOTH INSTRUMENTAL AND LYRICAL PARTS.
  - Sound techs can study and experiment with different capabilities of our sound equipment to produce the best quality sound for services.
  - A/V workers can work to master the perspective programs used for video, lyrics, and equipment operation.

WE CAN ALL IMPROVE. It is our responsibility to bring our best in worship for God.

- Being punctual and prepared before rehearsals and services. Singers, musicians, A/V, and sound techs will be in place and ready to go before the starting times of both rehearsals and church services.

- Making adjustments to the arrangement of songs or the sound production of songs at the request of leadership in a way that is both helpful and positive in attitude. Flexibility and willingness to serve are key components in everyone coming together in unity to bring our best worship before God.

- Adhering to the dress code given in section VIII of this manual.

III. WORSHIP MINISTRY COMMITMENT
As an integral part of this ministry, every member of our team will make a commitment to be faithful to God in their character, their development spiritually and skillfully, and their effort to build community.

1. Character — We desire to pursue Christlikeness through
- Prayer: Every week each member should pray for their church, their worship ministry family, their leaders, and the worship services so that when service time comes they are spiritually prepared to move with the presence of God.
- Biblical Study: Scriptural study is essential to the development of our character. As we learn more of God’s Word we learn how to become more like Him. The same is true with our study of worship in Scripture. The more we understand worship according to the Word of God the more we can worship Him in the appropriate manner.
- Personal Worship: Every member of the worship ministry will strive to be a private worshipper in their quiet time with God and a worshipper through the way they live. This has to take place before they can succeed as a public worshipper).
- Righteous Living: Every ministry member must maintain a high standard of morality because the position of leadership is not to be taken lightly and we are all held at a higher standard in God’s eyes.
- Giving: Every member must be faithful in their tithes and offerings to God and trusting Him with their finances.

3. See God’s presence soften the hardened heart, mend the broken, restore the weary, give hope to the hopeless, and change lives.

4. Declare the works of the Lord and his victory over the enemy.

5. Be an example of what it looks like to be a person who has been transformed by the presence of God.
From the worship ministry vision meeting the process of involvement will differ between the three different departments: Audio/Visual, Sound, And Music/Vocal. The process for each department is as follows.

### Audio/Visual Team
1. During the ministry vision meeting, the individuals interested in the A/V ministry will receive a training schedule. This training schedule requires the individual to have hands on training during four different Sunday services. These four training sessions will allow the department leader to assess the person’s character, attitude, heart of worship, and willingness to serve, as well as teaching them how to operate the A/V equipment.

2. These four weeks will be scheduled according to the department leader’s availability and may or may not be consecutive weeks.

3. After the four weeks of training, the individual will be scheduled as an assistant until the department leader feels they are prepared to run sound on a Sunday morning by themselves.

### Sound Team
1. During the ministry vision meeting the individual interested in the sound ministry will receive a training schedule. This training schedule requires the individual to have hands on training during at least six different worship rehearsals. These training sessions will allow the department leader to assess the person’s character, attitude, heart of worship, and willingness to serve, as well as teaching them how to operate the equipment here at First Assembly. Rehearsals will be on Wed. nights at 6:30pm.

2. These training sessions will be scheduled according to the department leader’s availability and may or may not be consecutive weeks.

3. After at least six weeks of training, the individual will be scheduled as an assistant until the department leader feels they are prepared to run sound on their own.

### IV. GETTING INVOLVED
The worship ministry of First Assembly adheres the following process for getting new ministry members involved. To be eligible the individual must:

- **Be a part of First Assembly for a minimum of six months.**

- **Fill out and submit the worship ministry evaluation form to the worship pastor.**

- **Attend one of the quarterly Worship Ministry Vision Meetings.** These ministry vision meetings will occur on a quarterly basis on the first Sunday of January, April, August, and December.
PTD it means that they are almost where they need to be to make the team but need a little bit more development. A full description will be presented to the people who receive the PTD in regards to which talents need development so that the individual knows what areas to focus on for future auditions.

V. LEADERSHIP STRUCTURE
In regards to the worship ministry, every ministry lay person is under their department leader, who is under the worship pastor, who is under the authority of Senior Pastor Garry Hamilton.

- **Music/Vocal team**
  1. During the quarterly ministry vision meeting the individuals interested in ministering musically or vocally will receive their audition information for the following Sunday. (This will include music charts, mp3’s, etc.).

  2. During the week they will review and rehearse the necessary instrumental or vocal parts (musicians will know the appropriate parts pertaining to their given instrument and singers will know lyrics, melody, and harmonies of the given song and should expect to sing both melody and harmony during the audition).

  3. During the audition there will be an evaluation committee that will assess different aspects of the audition. After the auditions are completed the committee will make a decision regarding all auditions that day.

  4. Individuals who audition will receive a:
     a. Yes
     b. No
     c. PTD (Potential To Develop)

  5. If the answer is yes, the individual will begin involvement in the worship service schedule rotation. There will be a 90 Day training period for every new member (which will approximately cover five or six scheduling dates for Sunday services and the rehearsals for those services). That period will be focused on developing team unity, attitude, heart of worship, understanding of praise and worship, and ensure that the individual works well under leadership. If the person is not teachable or is not a team player during this time they may or may not be asked to step down from their position.

  6. If the answer is PTD, then the individual should take time to refine their skills and audition in the future. If they receive a
VI. WORSHIP MINISTRY POSITION DESCRIPTION

We have already discussed how each member of the Worship ministry is to live with a high standard of character, be continually developing spiritually and skillfully, and be building the community of believers on our team. But in order to bring further clarification to what is required of our lay ministry members and department leaders the descriptions below will be most helpful.

1. Lay Ministry Members

- **Musicians** — The musician must understand that when they play their instrument, it is an offering of worship before God. Because of this they will commit to continually work to improve their skills on their instrument in order to bring glory to God through the talent He has given them. They will commit to practice all of the songs on the set list for at least an hour each week, be in position and ready to play before rehearsals and services even begin, be willing to take instruction regarding the arrangement of the songs, be willing to keep a positive attitude regardless of circumstance, follow the dress code provided in this manual, and know the parts of your instrument.

- **Singers** — The singers must understand that the words they are singing are verbal praise and worship to God and their hearts should remain sensitive and sincere. Singers will commit to an hour of personal rehearsal time outside of group rehearsals in order to learn the different parts, harmonies, and melody. The singers must also work together to be singing in unison (words are sung with the same consistency, at the same length of time, with matching vibrato (when used), and overall working towards tight harmonies. They must also possess a team attitude and be willing to submit to the instruction of their leaders.

- **Sound Technicians** — The sound tech’s must realize that when they mix during service, they're not just operating a sound board, but they should be seeking to create a mix that is a pleasing offering of worship before God. Sound tech’s need to be growing in their knowledge of music (training their ears and developing their skills), be sensitive to the moving of the spirit in the service. They must also be able to adjust the mix according to each song: enhancing instrumental parts and the levels of the singers according to who is leading what song. The sound tech also needs technical skill in resolving dilemmas (cable stops working, instrument is not coming through in the avioms, etc.) and a team attitude. Flexibility, positivity, and submission to leadership is key in moving forward in unity.

2. Department Leaders

- **Audio/Visual Techs** — A/V tech’s must recognize the importance of their position. The music could be played perfectly and the mix could be astounding, but if the words to the songs are not displayed at the appropriate time then people will have a more difficult time entering into worship. Knowledge in video shooting and editing is essential as well for members of the A/V team as there will be sermon videos, baptismal videos, and other special event videos that need to be shot and edited. A positive attitude, flexibility, and willingness to be instructed is essential.

- **The Music Director, The Vocal Director, The Sound Director, and the Audio/Visual Director** are responsible for challenging, mentoring, instructing, and leading those who are a part of their teams. They should strive to be a spiritual leader to those they are responsible for leading and be available to assist the Worship Pastor if needed. They must challenge their teams to develop and they must be developing themselves in order to do this. These four leaders need to work together with the worship pastor in unity in order to bring glory to God.
VII. COMMUNICATION
It is essential that communication take place so that every individual is able to be in the loop in regards to set lists, song info, practice times, scheduling, and more. The way that the Worship Ministry of First Assembly of God has chosen to communicate is through Planning Center Online and standard text messaging.

1. Planning Center Online
Planning Center is an online program used by the worship ministry as a database for music (both chords and mp3s), a scheduling device for ministry members, and an alert system to notify members by email of any necessary event or service updates.

- Scheduling — Musicians, Singers, Sound technicians, and A/V technicians are scheduled through planning center. When a person is scheduled for a service they will receive an email that requests their acceptance or denial. Members are provided with their own planning center account. This allows them to block off dates that they are unavailable for scheduling and gives them access to all of the song sets that they are scheduled for. If a member accepts a service plan initially, and later an emergency or another pressing/important circumstance arises, it is that member's responsibility to find a replacement for themselves and notify the worship pastor ASAP.

- Rehearsals — Emails are sent out weekly reminding those on the schedule about rehearsal times and service details.

- Special Announcements — If there is an all ministry meeting or a special event regarding worship, then the entire ministry will receive an email through planning center

2. Text Messaging
In the event that a message needs to be sent urgently, it is possible for that message to be texted to the numbers provided by those on the worship ministry team. This is more unlikely but still occurs from time to time.

VIII. DRESS CODE
As worship leaders, it is important that we present ourselves in a manner that is both modest and respectful towards the Lord. If we honor leaders, kings, or presidents with the way we appear, then how much more for the King of all kings. The idea is to get the attention off of us so that people can worship God. There are different requirements for both men and women.

1. Men’s Apparel Requirements
Generally all male members at the minimum are required to be wearing:

- Nice shoes (non-athletic, no flip flops).
- Non ripped jeans that have no prints or graphics (and no tight skinny jeans that reveal too much).
- A dress shirt, sweater, or any other dressy top (No tshirts, hoodies, zip up jackets, etc.).

The outfit should be modest. A good test for this is to raise your hands in the mirror and see if your stomach is showing.

2. Ladies Apparel Requirements
For ladies the easiest way to approach attire is to begin by informing you of what you should avoid and then you can establish your outfits from there.

- While worshipping on stage there should be: 
  No cleavage, no bras showing, no t-shirts, no skin showing around the waist line (raise your hands in the mirror and see if any skin shows), no see through tops (unless there is appropriate attire underneath, but it cannot be tan and give the impression that it is skin), no skirts or dresses higher than a four finger span above the knee (wear a slip if you feel light could shine through the skirt or dress), no leggings (or any other pant that gives a bit too much definition around the bottom unless covered by a dress or skirt four fingers span above the knee), no athletic shoes, no flip flops (dressy sandals are ok), and no cropped pants.
• **Mixing Communication** — When someone feels that there needs to be adjustments to the mix during rehearsal, singers and musicians must communicate to their director first. If the director feels that the adjustment should take place then they will notify the sound technician to make adjustments. This eliminates the entourage of requests that our sound technicians can receive at times from multiple people.

• **Sunday Morning Rehearsals** — Sunday morning is a time to refresh what has already been learned, not the time where you try to figure out parts to the songs for the first time.

**X. YEARLY EVALUATIONS**

Evaluations will be done yearly for every individual who is a part of the worship ministry. This is an opportunity for everyone to be encouraged in their area of responsibility and identify where you would like to grow in the next year. Each member will receive an email towards the end of the year to schedule an appointment to meet with the appropriate individual and there will also be a self evaluation sheet attached in the email. That evaluation sheet needs to be filled out and returned to the appropriate person before your schedule meeting. The way this will work is explained below.

1. **Ministry Directors**
   The Music Director, Vocal Director, Sound Director, and A/V Director will schedule their individual evaluation meetings with the Worship Pastor.

2. **Ministry Members**
   Ministry members will meet with their directors. (Musicians will meet with the music director, sound technicians will meet with the sound director, singers will meet with the vocal director, and A/V technicians will meet with the A/V director).

3. **Leadership Meeting**
   At the end of all the evaluations, the directors will meet with the worship pastor to discuss the evaluation meetings and their teams development over the past year.
XI. COMMUNITY
Community is an important part of moving forward in unity and growing together as a ministry. Because of this, we will be providing opportunities for people in the worship ministry to grow in relationship with one another. These opportunities involve

1. Pre-Rehearsal Prayer and Devotions
   Before every rehearsal, we will spend time praying for the needs of those in our ministry. We will also spend a brief amount of time in the Word of God. These times of prayer and devotion are from 6:30—7:00pm on Wednesday nights. All members of the worship ministry are welcome to be a part of this time regardless of whether you are scheduled that week.

2. Quarterly Connect Events
   Four times a year we will have an evening designated as a time of fellowship for those in the Worship Ministry. This will be a time to build relationships, enjoy food, worship together as a group, and spend time in the Word.

XII. MORAL RESPONSIBILITIES
Being in a leadership position as a member of the worship ministry, there are standards of moral responsibility that need to be maintained. Obviously this manual is not a rulebook that covers every conceivable aspect of life, but there are things highlighted that are expected to be followed.

1. Obedience to Scripture
   Every member of this ministry is expected to be a person who strives to reflect Christ with their life. This means simply that the way our ministry members live their lives and how they treat people should be obviously seen by others as loving, forgiving, gentle, kind, patient, self controlled, joyful and Christ like.

2. Use of Drugs and Alcohol
   The worship ministry member must adhere to and actively follow the standards of alcohol and drug use determined by the leadership of First Assembly of God.

   - **Drug Use** — The Ministry member must completely abstain from the use, possession, sale, or transfer of illegal drugs or any narcotics that will damage his/her Christian witness.

   - **Alcohol Use** — The use of alcohol by any worship ministry member is prohibited on church property and during church associated functions. Because of the public nature of our ministry at the church, we ask that if alcohol is to be consumed it is done privately within the context of your own home, among your family, and within the parameters of self control provided in Scripture.

3. Sexual Purity
   The worship ministry member must commit to living a life that is adhering to Scripture in regards to sexual purity. Scripture is clear that sexual relationships are to be confined to marriage between a man and a woman. Scripture also call us to abstain from any appearance or hint of sexual immorality (Eph. 5:3). Because of the standard presented to us in Scripture, the ministry member must:

   - Abstain from viewing pornography, inappropriate media (movies, TV, internet), or any other vile thing that can pollute the purity of your heart and mind when walking with Christ (psalm 101:3).

   - Abstain from sexual activity outside of the context of marriage.
   
   ⇒ Be accountable with your pastor or leader.
   ⇒ Don’t put yourself in a situation where you will be tempted to sin.

XIII. DISCIPLINARY ACTION
If the actions of someone in the worship ministry are in opposition to the vision of First Assembly of God and the standards set forth by the worship ministry, that person’s ministry placement may be revoked. Any discipline will be done at the consent of the lead pastor and carried out by the worship pastor. It will be done in love and in hopes of reconciling the individual and bringing them back fully restored.
XIX. MINISTRY COMMITMENT SHEET
This sheet is a contractual agreement between the leadership of First
Assembly of God and you, the ministry member. By signing this page
you agree to follow the requirements provided, both spiritually and
practically, in this ministry manual in order to foster an environment of
unity and a team that moves forward with the one purpose of giving
God glory in all that we do. If this is your desire then please fill out the
necessary information below.

I, (NAME) _________________________, in
alignment with the requirements provided in this
ministry manual for the worship department of
First Assembly of God, commit to follow the
guidelines and practices in this manual to the
best of my ability in order to glorify God with my
life and adhere to the vision and mission of this
ministry.

X____________________________________

DATE ____________________________