

cornerstone

worship

Platform Worship Team Handbook 2016-2017

“Helping people become fully devoted followers of
Jesus Christ.”

OUR STATEMENT OF VISION

The vision of Cornerstone Worship is to “experience the Presence of God in the greatest way possible in all of our services”. We desire to see people saved, healed, set free, disciplined, equipped, empowered and serving in ministry in the context of our community and through meaningful relationships.

We believe that praise is declaring to the principalities, powers, and rulers of darkness what God has done, is doing and will do (Ephesians 6:12). We are called to demonstrate what Jesus carried out in His earthly ministry (1 John 3:8), a demonstration that is manifested by the words we speak and by our obedience to God's Word (Proverbs 18:21, 1 Sam 15:22). Worship creates an atmosphere where faith can be fueled. Faith creates an atmosphere of expectancy where miracles can happen.

We believe that worship is a lifestyle response to a holy, omnipotent God. If praise is declaring what God has done, is doing or will do, then worship is declaring (and living) who God is. If we do not know who God is, we cannot worship Him in spirit and in truth (John 4:24). Our corporate worship should be a natural extension of the relationship we have with God when we are alone. When we join together in one accord to worship the Lord as the singers and musicians did in II Chronicles 5:13-14, we believe that the tangible presence of Almighty God will fill the sanctuary resulting in changed, transformed and renewed lives.

When taking the above into consideration, we, the musicians of this church, have an awesome responsibility: we are more than just a band - we are worship leaders. The expressions on our faces and the enthusiasm we show will inspire the congregation to begin to praise God and to enter into an expression of worship and a demonstration of praise. When the body of Christ begins to worship and praise in one accord, the Lord can move in a mighty way, often manifesting Himself in healing, deliverance and salvation.

We are a music ministry that believes in the power and presence of the Holy Spirit. We accept the mantle and responsibility the Lord has placed on us to be His vessels not only through the music we play and sing, but also through our actions, attitudes and appearance.

OBJECTIVES

- Our first priority in worship is to minister to God through a lifestyle of obedience to His word and through the music we sing and play while facilitating the Church's ministry to God (Ps 101:6).
- With God's Spirit and power, come to each service ready to pour out of our spirit the life and glory of God (2 Cor 4:6-7).
- As ministers of reconciliation, we will prophetically declare what God has done, is doing and will do in the hearts of all who come into His presence (2 Cor 5:18-19).
- Prepare the ground of men's hearts for the seed of God's Word. Our praise is the plow that breaks the hard, calloused ground of religion, sin, and rebellion (Hosea 10:11).
- Lead people into the life-changing presence of God through our example of worship and praise (Ps 22:3).
- Most importantly, it is our responsibility to live a life of worship before God (Rom 12:1).

GATEWAY WORSHIP FAMILY COVENANT

These are the values we commit to hold to as members of the Gateway Worship Family:

- **Core** – We realize the significance and importance of understanding the foundations of true worship, and we commit to furthering our knowledge of these foundations. God desires a heart that follows Him, and we commit to worshiping Him not only with our instruments and our voices but also with all of our hearts, souls, minds and strength. Worship is a lifestyle and not an event, and we want our lives to be a living sacrifice for Him.
- **Character** – We commit to continuing our pursuit of Christ-likeness through many means including the following:
 - Prayer – we will pray for the Cornerstone Worship Family, our leaders and Cornerstone Church. We will pray for the services each week and come to rehearsals and events spiritually prepared to lead people into a personal encounter with God.
 - Private Worship – we will worship in our quiet time and will live a life of worship everywhere we go.
 - Bible Reading – we love to read God's Word and we will commit to reading His Word on a consistent basis.

- Bible Study – we want to know Him more and we commit to studying His Word with consistency and passion.
- Christ-likeness – we realize that He has called us to a life that will reflect His likeness and we commit to allowing His Holy Spirit to lead us into a lifestyle of sanctification and separation from the things of this world that could contaminate our spirits and bodies.
- Tithes & Offerings – we commit to returning the Lord's tithe and to honor God with our financial offerings throughout the year.
- **Craft** – God has blessed us with the opportunity to serve Him using the gifts and talents He has given to us. We commit to continuing our pursuit of excellence through many means including the following:
 - We will strive to play/sing all songs exactly as posted and will commit to memory all music so that we will not be dependent on charts during service times, to the best of our ability.
 - We will be ready to rehearse and in position before all scheduled rehearsals as well as service times.
 - We will be prepared to make any changes to the arrangements and production of all songs on the song list and will be willing to work with all music/vocal directors while exhibiting a helpful and positive attitude.
 - We have reviewed all dress code requirements and will gladly adhere to set platform policies.
- **Communication** - We commit to “show forth” the praises of God in an exciting and engaging way when worshipping God on the platform of influence God has placed us.
 - We commit that we will continually review recorded platform presence and we will receive encouragement and training to better our ability to engage the congregations we lead.
 - We have reviewed all dress code requirements and will gladly adhere to all platform policies.
- **Culture** – We see the value in nurturing a healthy relationship with all members of Cornerstone Worship throughout Cornerstone Church and other personal relationships. We commit to love, value, respect and protect those we serve through many means including the following:
 - Trust – we commit to trust others within healthy boundaries while believing the best motives.
 - Encouragement – we commit to affirm, build, and encourage others.
 - Resolution – we commit to resolve conflict with forgiveness and reconciliation.
 - Unity – we commit to walk in unity with grace and truth.
 - Accountability – we commit to being accountable to others that we might produce fruitful returns.
 - Fun – we commit to having fun as a team and family!

SERVICE-TIME STRUCTURE

Lead Pastor of Service

Worship Leader

Co-Worship Leader

Music Director

Band Leader

Weekly Band Coordinator

Vocal Director BGV's/Singers

Orchestra Director

WORSHIP OPERATIONS

Worship Operations is a department within Cornerstone Worship that is responsible for all worship team logistics (scheduling, team-wide communication, logistics). We help get the right people in the right place, at the right time. All questions, comments and requests in regards to Worship Operations should be emailed to carol@ccanaheim.com

Scheduling

- All scheduling information is located on <https://www.planningcenteronline.com>. Team communication is dispersed primarily via email. It is important that team members check email and Planning Center frequently in order to stay informed.

Scheduling Philosophy

- As team members go through the involvement process, the worship staff prayerfully determines a place and position in which each team member would best fit for the season. All weekday services are interest or age-based groups. The place and position determined for each team member is very purposeful.
- The Worship Department understands Cornerstone Worship services occur on different days of the week and you may have various scheduling needs. If your long-term availability changes to preclude you from a particular service, all efforts will be made to accommodate and locate a new service for you to commit to. However, as we continue to grow, a place of ministry outside of what was originally arranged is not guaranteed.

Availability

- Unavailable dates are due from all team members for the following month by the first Thursday of every month. Block out unavailable dates (those dates that apply to the days of the week on which you typically serve) on Planning Center by clicking Plans, then “Block-Out Dates” on the left-hand side of the page. If a team member is requested to fill in for a service in which they don’t normally serve, arrangements will be made to communicate appropriately in advance.

Rotation

- The Cornerstone Worship team’s scheduling philosophy constitutes a rotation of all musicians and vocalists. If you’ve been excluded from the month’s schedule, it was likely done in error. Team members in this situation should contact carol@ccanaheim to let Worship Operations know.

Confirmations

- Once scheduled for a service, an email will be automatically sent to you, asking for a confirmation. Simply follow the link in the email or log in to the website to confirm or decline. If you are scheduled for an event for which you cannot serve, you may decline the event by inputting a reason for the decline. Bear in mind that since we ask for unavailable dates in advance, a decline should not happen frequently.

Cancelling/Modifications

- If you need to modify your confirmed schedule, contact us at least seven days in advance of the event to make arrangements. Please email carol@ccanaheim.
- If you have an immediate emergency (i.e. hospital situation, serious sickness, family emergency, etc.) within 24 hours of your event, call 714-396-8882 to make arrangements. Please do not find your own replacement unless we have asked you to do so. Lastly, because email is not monitored 24 hours a day, a decline in Planning Center is not sufficient to communicate a last-minute emergency. Follow the protocol above.

MEN'S DRESS CODE General Information

- The platform is the most visible place in the church. As leaders on the platform, the clothes we wear need to be considered intentionally, and with care. 1 Samuel 16:7 says "...People look at the outward appearance, but the Lord looks at the heart." Regarding this verse, most people focus on God looking at the heart, but that we really need to also consider that man does look on the outward appearance. We can convey our value for what we're doing and the King that we're worshipping by what we wear. This means we need to consider the level of excellence with which we dress (dressiness), and the level of modesty we're presenting. Dress so the congregation can see Who we're worshipping, and not us as leaders. Any time we're representing Cornerstone, whether we're leading worship or teaching, in any location (Cornerstone or otherwise), consider the general culture in that setting and aim for a little higher level of dressiness than the audience.
- Our clothes should come across as relevant to our culture and the people we are leading. Read up on modern styles and balance them with classic pieces.
- If you are ever unsure about an item, bring it and your vocal director or music director can help you determine if you can wear it the next time.
- We would like to ask you to remember that our standard for dress is based upon what our leaders have asked and what is presented in this document, not based upon what someone else is wearing. Do not adjust what you understand to be right for dress based on what other team members are wearing.
- Keep in mind that the structure and color of all clothing needs to look good from any distance - close up, far away, and even enlarged on a screen.
- Please do not wear pinstripes or polka dots that are small and in different colors (tone-on-tone is usually okay, such as black on black stripes). These patterns cause a moiré pattern on many screens, especially television.

Modesty Guidelines

These apply to every service at Cornerstone Church.

- Wear an undershirt of an appropriate color if it's needed. These should not be seen, so wear a v-neck or round neck, depending on the shirt.
- Make sure your shirt is buttoned at an appropriate place. No chest hair should be seen.
- Make sure your shirt isn't too tight and is appropriate in length if it's made to be worn un-tucked. It shouldn't show your stomach or undergarments if you raise your hands.
- Tight and/or skinny pants may be worn in a modified way that would be appropriate for leading someone in worship. Pants should never cling or cup to any body part (on your front, side, or back). This style can be worn appropriately by going up a size or two, so that they're not clinging. Don't wear them if they're still clinging to any particular body part
- Before you finalize your outfit, make sure you can jump, bow, clap, kneel, walk, dance, lean forward, and move (in every service). Your level of expression cannot be determined and/or inhibited by your clothing. If any part of your outfit prevents any of the above-listed forms of expression, it's not an option for any service at Gateway.

Additional Guidelines for Weekends, Conferences, Seminars, and Habitation

• No t-shirts.

- No t-shirts without collars or with logos
- Stay away from all flannel materials. However, plaid patterns are acceptable if it's on a dressy fabric and paired with dressy clothes.
- Regular blue jeans aren't allowed. The new style of jeans that are dressy, waxed cotton or with a dressy sheen (but with a jeans cut) are acceptable on platform. They must be modest (not skin-tight, clingy, or cupping in any area). Be mindful that these pants can sometimes look casual. If you want to wear them, select ones that are dressy and pair dressy clothes with them.
- No casual pants.
- A jacket or tie (or both) is appropriate on Sunday mornings.
- No beanies, fedoras, or hats of any kind unless you check with Worship Pastor first.
- No flip-flops or sandals.

Additional Guidelines for Adult Weekday and Weeknight Services

- No t-shirts.
- Stay away from all flannel materials. However, plaid patterns are acceptable if it's on a dressy fabric and paired with dressy clothes.
- Remember when wearing jeans to keep them very modest and pair dressy clothing with it to dress up the complete look. Jeans shouldn't have holes or tears.
- No beanies, fedoras, or hats of any kind unless you check with Worship Pastor first.
- No flip-flops or sandals unless dressy sandals acceptable

Additional Guidelines for Seven, Gateway Students, and Children's Services

- T-shirts are acceptable. Make sure the wording and design placement are appropriate and that the shirt isn't too tight.
- No shorts.
- Remember when wearing jeans to keep them very modest. Jeans shouldn't have holes or tears.
- No flip-flops or sandals.

Questions

Pose these questions to yourself before selecting a final outfit.

- Am I wearing something a leader would need to address me about?
- Am I wearing something that would make it difficult for anyone to see past my outward appearance?

WOMEN'S DRESS CODE General Information

- The platform is the most visible place in the church. As leaders on the platform, the clothes we wear need to be considered intentionally, and with care. 1 Samuel 16:7 says "...People look at the outward appearance, but the Lord looks at the heart." Regarding this verse, most people focus on God looking at the heart, but that we really need to also consider that man does look on the outward appearance. We can convey our value for what we're doing and the King that we're worshipping by what we wear. This means we need to consider the level of excellence with which we dress (dressiness), and the level of modesty we're presenting. Dress so the congregation can see Who we're worshipping, and not us as leaders. Any time we're representing Gateway, whether we're leading worship or teaching, in any location (Gateway or otherwise), consider the general culture in that setting and aim for a little higher level of dressiness than the audience.
- Our clothes should come across as relevant to our culture and the people we are leading. Read up on modern styles and balance them with classic pieces.
- If you are ever unsure about an item, bring it and your vocal director or music director can help you determine if you can wear it the next time.
- We would like to ask you to remember that our standard for dress is based upon what our leaders have asked and what is presented in this document, not based upon what someone else is wearing. Do not adjust what you understand to be right for dress based on what other team members are wearing.
- Keep in mind that the structure and color of all clothing needs to look good close up, far away, and enlarged on a screen.
- If your shoes (including the heel or height of heel) prohibit you from worshipping freely and at your best, and at the level of leadership that's expected to be given, do not wear these shoes (no matter how awesome they might be).
- Please do not wear pinstripes or polka dots that are small and in different colors (tone-on-tone is usually okay, such as black on black stripes). These patterns cause a moiré pattern on many screens, especially television.

Modesty Guidelines

These apply to every service at Cornerstone Church.

- If there is any movement in the chest area, cover yourself with a jacket that will hide the movement or change your shirt. Exercise bras and some supportive tank tops also help in this area.
- Check to see if the back of your pants comes too low or uncovers anything when you kneel down.

- Ensure that nothing is revealed when you lean forward.
- Show no cleavage. Please be very conscientious about this. Test: Your neckline should be no more than the span of 4-fingers width from your collarbone.
- Bras should be inconspicuous and serve you well. Make sure that it cannot be seen under any circumstances. Be sure that the thickness of your bra protects for all room temperatures. Remember, whites can be revealing under lights.
- Be careful not to buy shirts and/or jackets that bring focus to the chest. Shirts that are tight and/or cup tightly around the chest are not allowed.
- If wearing a shirt without a jacket, be sure that it is cut in a modest way.
- Backless, lace-backed or low-cut (in the back) shirts need to have another blouse underneath to cover.
- Wear an undershirt of an appropriate color if it's needed.
- Tight and/or skinny pants that cling to the leg must have a long top, long dress, or long skirt that covers all sides with arms fully raised about the head. With your arms fully raised, do not allow the exact outline and curve of the top of your thigh (going into your rear) to be visible. Also, the tops covering these kinds of pants may not be clingy or form-fitting to the body (it's kind of defeating the purpose).
- Regarding see-through and sheer clothing (blouses, jackets, dresses, and skirts, etc), the clothing underneath must be loose and cannot be tight or form fitting (top and bottom). *We've had complaints from men about some ladies showing their silhouette under sheer clothing to the point where the men had to turn their head and put their heads down during worship.* You may not think this is a problem with your outfit when you get dressed at home. Consider what an outfit will look like when bright platform lights are shining on it.
- Leggings, or anything that look and fit like leggings, including heavy cotton or a mixed cotton pant with zippers and/or pocket, must have a long top, long dress, or long skirt that covers front, side and back and comes down to mid-thigh or lower when your hands are fully extended above your head.
- No skin around the midriff. Test: Raise your arms straight up. You should have several inches of shirt past your pants. If ever in doubt, wear a longer top underneath to make sure that when you jump, there isn't a lot of movement.
- If worn without tights or leggings, skirts and dresses should come to the mid-knee or lower.
- Keep jewelry simple. Make sure that with movement, the pieces don't cause unnecessary noise or awkward movement.
- Before you finalize your outfit, make sure you can jump, bow, clap, kneel, walk, dance, lean forward, and move (in every service). Your level of expression cannot be determined and/or inhibited by your clothing. If any part of your outfit prevents any of the above-listed forms of expression, it's not an option for any service at Gateway.

Additional Guidelines for Weekends, Conferences, Seminars, and Habitation

- No t-shirts.
- Stay away from all flannel materials. However, plaid patterns are acceptable if it's on a dressy fabric and paired with dressy clothes.
- Regular blue jeans aren't allowed. The new style of jeans that are waxed cotton or with a dressy sheen (but with a jeans cut) are acceptable on platform. They must be modest (not skin-tight, clingy, or cupping in any area). Be mindful these pants can sometimes look casual. If you want to wear them, select ones that are dressy and pair dressy clothes with them.
- No casual pants.
- No beanies, fedoras, or hats of any kind unless you check with Worship Pastor.
- No flip-flops or sandals unless dressy sandals.
- No casual cotton dresses.
- When wearing sweaters, cardigans, and dusters, (whether closed or open), be careful to avoid looking too cozy-casual.
- Shirtsleeves need to come to the top of the elbow or longer.

Additional Guidelines for Adult Weekday and Weeknight Services

- No t-shirts.
- Stay away from all flannel materials. However, plaid patterns are acceptable if it's on a dressy fabric and paired with dressy clothes.
- Remember when wearing jeans to keep them very modest and pair dressy clothing with it to dress up the complete look. Jeans shouldn't have holes or tears.

- No beanies, fedoras, or hats of any kind unless you check with Worship Pastor.
- No flip-flops or sandals.
- No casual cotton dresses.
- Shirtsleeves need to come to the top of the elbow or longer.

Additional Guidelines for Seven, Gateway Students, and Children's Services

- T-shirts are acceptable. Make sure the wording and design placement are appropriate and that the shirt isn't too tight.
- No shorts.
- Remember when wearing jeans to keep them very modest. Jeans shouldn't have holes or tears.
- No flip-flops or sandals unless dress sandals.

Questions

Pose these questions to yourself before selecting a final outfit.

- Am I wearing something a leader would need to address me about?
- Am I wearing something that would make it difficult for anyone to see past my outward appearance?

PREPARATION AND REHEARSALS

Preparation

- Come prepared spiritually. Come in-tune with God. Ask Him what His heart is so when we come together we can move unified as a team. Take time to seek Him before you come.
- You'll find the song lists posted on the calendar generally a few days in advance. Click the links to listen to audio recordings and view the sheet music. We do not provide hard copies of sheet music at the service, so you will want to print them out and bring your own copies with you.
- Strive to play/sing all songs exactly as posted and commit to memory all music so that you will not be dependent on charts during service times.

Rehearsals

- Be ready to rehearse and in position before all scheduled rehearsal and service times (call times will be on the calendar – please be prepared and in place before call time).
- Be prepared to make any changes to the arrangements and production of all songs on the song list and be willing to work with all music/vocal directors while exhibiting a helpful and positive attitude.
- Rehearsal time before service is a band and vocal run-through, not a time to learn the music for the first time. Remember Cornerstone Worship's standard is excellence, and there is an expectation to execute all musical elements. Prepare beforehand so our sound check and rehearsal times are a success. You 'practice' on your own and 'rehearse' with the band.

PLATFORM PRESENCE - CHEMISTRY

Platform Presence and Body Language

- Body language is a huge form of communication. We all know what it is like to say one thing while our body is actually saying another.
 - When you are on the platform, your presence is as important as your musicianship.
 - Your platform presence is simply an outward expression of what is happening inside your heart.
 - Determine to communicate your heart as effectively as you can through your body.
 - At times a leader may come to you and ask you to adjust something with your platform presence. For instance, you may be asked to open your eyes more in the worship services or move around your area a bit more. When you are asked to modify something, please do so cheerfully. Your leaders really care about you and want you to look your best.
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Tips for Better Platform Presence

- Look in the mirror and watch what you look like – jump, clap, bow, dance, raise your hands, be engaging. If something appears awkward, adjust it to make sure you are communicating what you want to communicate.
- Do not let the congregation determine your level of expression. Sometimes they will not be engaged in worship. As leaders, we always need to be engaged. Show them an example of how to express worship. Most of the time, they simply need to see worship in order to learn how to express it on their own.
- Be sincere. Worship from your heart. Give a warm smile from within. We are leading people from all different circumstances, so remember that a warm smile ministers more than you realize.
- Vocalists - When you are singing, have the microphone to your face but don't block it. When there is a long period of time in which you're not singing into your microphone, move it away from your face but still continue to sing and worship. Stay engaged at all times.
- Musicians - Be sure to stay engaged in worship. Practice ahead of time so you don't have to focus on your instrument the whole time. Sing while you play. Seeing a musician singing from their heart can really lead people well. Move around your area. Although you may be on a riser, use your space to the fullest. When there is no movement, the platform can look stagnant.

FAMILY INVOLVEMENT

Children at Rehearsals

- Because of the fast-paced nature of our rehearsals, children are not permitted to attend rehearsals without supervision. Children shouldn't be left in the auditorium or green room without supervision. This can cause the parent (and other team members) to be distracted and miss important parts of rehearsal. Also, the platform itself can be a dangerous place for children. If your children need to be in the building with you during rehearsal, feel free to bring a babysitter to watch your children in the green room or auditorium.

Nursing Mothers

- Nursing mothers aren't precluded from participating in services. We encourage nursing team members to have a family member or babysitter bring the child to the church in between services or before/after rehearsals. Make sure to utilize the nursing mother's room at each campus.

MORAL RESPONSIBILITIES

This manual is not to be considered a complete rulebook for all personal activity of our team members. It is, however, a document that provides specific guidelines and communication items that we feel need to be specifically addressed. This section on Moral Responsibilities is included in our manual to communicate several specific standards we feel need to be communicated.

Alcohol and Drug Policy

All Cornerstone Worship Team members are expected to adhere to the alcohol and drug policy set forth by the church elders for all Cornerstone staff members:

Cornerstone Church provides a safe and productive environment. It is the policy of the ministry and in direct response to its Statement of Faith and corresponding expectation of a life which reflects those values that we shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner which may impair their Christian witness and their ability to perform assigned duties or otherwise adversely impact the ministry's well being. Further, we shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the ministry or during ministry time. The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substance abuse, which adversely affect the person along with the mission of this ministry. Because of the public nature of our specific ministry, it is the policy that Cornerstone team members do not consume alcoholic beverages or involved with the use of illegal drugs, including marijuana or tobacco products.

Sexual Purity

The Word of God is clear that any sexual relationship outside the Biblical covenant of marriage is strictly forbidden. We also believe that God has called us to a standard of high accountability when it comes to the relationships we are involved in with other members of the team and with people outside of our team. This high standard requires us to set forth certain guidelines that will ensure that we avoid the appearance of immorality. For clarification, here are several standards we commit to adhere to:

- We will keep our eyes pure and we will not allow pornography, inappropriate media, etc., to contaminate our heart and spirit (Ps 101:3).
- All male-female relationships will glorify God and will be accountable to those around us by: Not being alone in apartments or homes. Not engaging in sexual activity that is reserved for the institution of marriage.
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DISCIPLINARY ACTIONS

Ministry team placement may be revoked if the actions of a team member are deemed detrimental to the ministry of Cornerstone Worship and/or Cornerstone Church. Such discipline will be carried out by consent of our worship pastors and will be done in a loving, constructive manner that encourages reconciliation, restoration and healing.

EXITING THE TEAM

If at any point you feel a leading away from Cornerstone Worship, talk with your Worship Pastor and/or Oversight (if they are different people). If the team separation is long-term (longer than 90 days), please prepare a resignation letter to submit to your oversight.

IMPORTANT LINKS AND CONTACT INFORMATION

Worship Calendar – <http://www.planningcenteronline.com>

Scheduling Questions - carol@ccanaheim.com

Church Office - 714-701-1818

Emergency Worship Contact: 714-396-8882 (emergencies only please)

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