



*Ministry Motto:*

***“OUR GIFTS... HIS GLORY!”***

### **MINISTRY VISION**

*The Spirit of the Sovereign Lord is on me, because the Lord has anointed me to preach good news to the poor. He has sent me to bind up the brokenhearted, to proclaim freedom for the captives and release from darkness for the prisoners, to proclaim the year of the Lord's favor and the day of vengeance of our God, to comfort all who mourn, and provide for those who grieve in Zion---to bestow on them a crown of beauty instead of ashes, the oil of gladness instead of mourning, and a garment of praise instead of despair. Isaiah 61:1-3 (NIV)*

### **MINISTRY VALUES**

1. We value the *presence and glory* of God among us.
2. We value honest *worship* of God in Spirit and in truth.
3. We value the Word of God as the basis for all ministry in the church.
4. We value sound Biblical theology as the basis for all music and the arts.
5. We value lifting up the name of our Lord *Jesus Christ*, acknowledging that there is no other name by which men may be saved.
6. We value serving with *excellence* in everything we do for the glory of God.
7. We value the *commitment* of our time, talent, and treasure so that we may bring glory to God.
8. We value *freedom* in worship and the *joy* that comes from being in His presence.
9. We value the *edifying* ministry of worship in its various forms that builds up the Body of Christ.

10. We value anointed *prophetic ministry* that prepares the way for the Lord to work salvation, healing, and deliverance in the lives of broken and hurting people.
11. We value *teaching and instruction* of the Word of God in song, drama, and visual arts.
12. We value the expressed *spiritual gifts* given by the Holy Spirit for the edification of the Body of Christ.
13. We value *relationships* through ongoing fellowship and ministry to one another.
14. We value both community and global *evangelism and outreach* for as long and until the knowledge of the glory of the Lord covers the water even as the waters cover the sea.

## MISSION STATEMENT

*Scripture basis: Acts 2:42-47*

*We exist to **lift up** God by leading his people in worship (worship); to **grow up** in Christian love through ongoing fellowship with one another (fellowship); to **build up** the Body of Christ through the inspired biblical message through worship, music, and the visual arts (discipleship/edification); to **reach in** by serving and ministering to one another's needs (ministry/service); to **reach out** by sharing the gospel whether around the corner or across the globe (evangelism/missions).*

## PURPOSE STATEMENT

"The Worship & Arts Ministry exists to ...

- *Lift up* God through **worship**
- *Grow up* in love through **fellowship**
- *Build up* the Body of Christ through **discipleship**
- *Reach in* to those in need through **ministry**
- *Reach out* to the world through **evangelism and missions**

*"We exist to... lift up... grow up... build up... reach in...reach out!"*

## NECESSARY "SPIRITUAL" ATTITUDES FOR SPIRITUAL LEADERSHIP

*"He hath showed thee, O man, what is good; and what doth the LORD require of thee, but to do justly, and to love mercy, and to walk humbly with thy God?" (Micah 6:8/KJV)*

A worship arts ministry member is a spiritual leader with a spiritual responsibility. A ministry member's primary responsibility before God is not musical, but it is a spiritual one. Each member needs to understand that the main purpose of the choir is not entertainment and performance or the display of individual talent, but it is the blending of many talents and personalities into a composite force that glorifies God and provides spiritual inspiration and edification to the Body of Christ. In terms of weekly

church ministry our purpose is to serve the greater needs of the Body. It's about ministering to the needs of others through Spirit-filled song.

Our ministry focus is not about our teams or individuals on our teams. Our ministry in music, worship, testimony, multi-media, and/or drama is about Jesus Christ and placing the spotlight on Him! It's about praying that His kingdom will come and His will be done whenever we stand to minister on His behalf. You see, "apart from Him" and his Spirit anointing "we can do nothing". (See John 15) In order to serve with a proper perspective, our heart and ministry needs to be characterized by humility.

We are *servants* of the Most High God!

We are not here to promote ourselves – we are here to elevate Christ. We are not here to satisfy our egos – we are here to satisfy our Savior. We are not here to lift up the song – instead, we want to lift up the Lord of the song. If we will humble ourselves God will be elevated; however, if we fail to humble ourselves then we will experience what James called the 'opposition of God'. *"God opposes the proud but gives grace to the humble."* (James 4:6/NIV)

Let us continually seek to exalt Christ and lift Him up!

1. As a spiritual leader, you should demonstrate humility by understanding that choir ministry is not about you or whether or not you get the solo—it's about Jesus and always about Him!
2. As a leader, your dress should serve as an example to the congregation for attitudes of reverence, humility, and worship. Don't let what you consider good to be spoken of as evil and don't allow yourself to be a stumbling block to others who are spiritually weak.
3. You are a leader with regard to *worshipful* congregational singing and playing. Therefore, be expressive and joyful in your God-given gifts and talents!
4. You are leaders with regard to alertness, attentiveness, and respect to the pastor and his message, therefore, be alert, attentive, and respectful to the ministry of the Word.
5. As spiritual people with a servant heart, you should see your ministry as a privilege, not a burdensome thing or just another obligation on your calendar.

## FACTORS THAT UNDERMINE SPIRITUAL EFFECTIVENESS

1. Erratic attendance at rehearsals.
2. Habitual tardiness at rehearsals.
3. Missing the service after attending the rehearsal.
4. Singing in the service without attending the required number of rehearsals.
5. Distractions, foolishness, and lack of attention to the director in the rehearsals.
6. Unfriendly attitudes toward other members; formation of cliques
7. Ill feelings that are voiced publicly rather than privately to the director or others.
8. Members who are concerned about displaying individual talent or satisfying personal interests rather than working for the good of the entire group. Also, members who are unwilling to be flexible musically, or unwilling to change personal styles in order to accommodate the entire choir.
9. Voicing negative opinions to others (inside or outside the choir) about choir songs, sketches, or ministry decisions enforced by the director.
10. Not willing to receive constructive correction or instruction from director concerning artistic expression and style—essentially, not maintaining a teachable spirit.

## WORSHIP LEADER ETIQUETTE

1. As a worship leader, you should be diligent to exemplify humility of heart understanding that choir ministry is not about an individual showcase of talent but about the blending of many individual abilities into a one unified group expression.
2. As a worship leader, your dress and conduct should serve as an example to the congregation for attitudes of reverence, humility, and worship.
3. You are a leader with regard to worshipful congregational singing. Worship is not a gloomy, sullen, or depressing experience, but an exhilarating one! Someone may need to see your smile or witness your personal freedom and joy in order to get free themselves. So do not be inhibited by fears about what people think, but remember that you are a leader (an example) to others so allow yourself to experience the freedom and joy that comes from being in the presence of the Lord. It is not about performance – it is about worship! We are here to lead the people by example from a sincere heart. The congregation will follow your lead, so lead well!
4. You are a leader with regard to alertness, attentiveness, and respect to the pastor and his message, therefore, be alert, attentive, and respectful to the ministry of the Word even when you are not on the platform. People watch your witness both on and off the platform, so don't compromise your witness by being disrespectful to the ministry of the others, especially the preached Word. As a minister of worship you should also be mindful that your leadership example extends beyond the church to the community. Be mindful when frequenting public places such as restaurants, shopping malls, gas stations, or your local Wal-mart that others who recognize you due to your visible ministry role will be taking note of your behavior and actions in those settings as well. Often times you are not aware that they are watching. Your integrity should NOT begin and end when you step on or off the platform. Integrity is both what you are when no one is watching – and it is what you are when you do not know they ARE watching!

## ATTENDANCE EXPECTATIONS

You are responsible to be here on a regular basis for services and rehearsals.

- Thursday rehearsal time is at 6:00pm-8:00pm for choir, band and media.
- Sunday mornings arrive and meet in the youth room by 9am sharp!
- Other services and rehearsals will be scheduled as needed.

If you miss 2 consecutive unexcused Thursday practices you will not sing with the choir in service until you attend 1 week of practices, unless otherwise instructed by the Worship Pastor.

If you are absent or late, call or text as soon as you know.

- CHOIR: Pastor Chad Stafford (903-871-8700 ext. 503)
- BAND: Michael Dean (903-871-8700 ext. 517) or Pastor Chad
- MEDIA: John Flewelling (903-871-8700 ext. 512)

### **1. Limit absences.**

Absences can negatively impact the morale and effectiveness of the ministry team. Realizing your calling and commitment to this ministry team you should limit your absences with the understanding that your absence affects the success of the entire team. Ministry is a “team sport” and requires “team effort” from everyone. The success of the team is dependent upon the commitment that is demonstrated by each of its members, so diligently and conscientiously limit your absences.

### **2. Faithful attendance is expected.**

Being consistent and faithful in one’s attendance is a demonstration of the seriousness of your commitment. Signing a commitment form is an indication of internal and intended commitment, but ONLY faithful and regular attendance is an indication of true commitment. Each one’s attendance habits directly impact the efforts of the entire ministry team; therefore faithful attendance should be taken seriously by all members.

### **3. Reasonable absences**

Life happens and some absences are unavoidable. Reasonable absences fall into the following categories: work conflicts, school conflicts (you as a student), family vacation, sickness, unavoidable family emergencies, and/or circumstances beyond control. Please limit your absences to these circumstances. Reasons that do not fall into one of these categories will be considered unexcused unless otherwise indicated by the director.

### **4. Sunday morning worship attendance (choirs and worship team)**

As members committing to the Sunday morning worship ministry of our church, you are committing to attendance at both the morning rehearsal and both services unless prior permission has been granted by the director. Regular and consistent attendance at the Sunday morning rehearsal and service is expected of all committed members. (See rehearsal times, p. 11)

### **5. Notification policy**

Members should block out on planningcenteronline any rehearsal or service dates they know they will be away. Members should make every effort to consistently notify the attendance secretary of emergency absences regarding both rehearsals and services. These courtesy contacts are appreciated as well as helpful to the attendance secretary and the choir director. The adult sanctuary choir members, when unable to block out your dates on planningcenteronline, please contact Pastor Chad by email as soon as you are aware of a schedule conflict.

### **6. Unexcused absence policy (sanctuary choir)**

If you have an unexcused mid-week rehearsal absence (based on the above criteria) the member is expected NOT to sing the following Sunday. Violations without accountability compromises the purpose and value of a policy altogether. Irresponsible attendance patterns are not awarded the privilege of ministry. Two consecutive unexcused absences from rehearsals and services will result in an inquiry by the attendance secretary. A sustained pattern of unexcused absences will result in potential dismissal from the ministry team if the pattern persists. Faithfulness is of utmost importance to a team ministry and is expected of all committed members.

### **7. Examples of reasons considered unexcused:**

“I did not want to come.”, “I did not feel like it.”, “My favorite show was on.”, “I needed to wash my socks or mow my lawn.”, “I had a long day”, “I needed a night off.”, “My kids said they did not want to go to church tonight so I took them to Dairy Queen instead!”, etc, etc.

**ALL COMMITTED MEMBERS SHOULD STRIVE FOR AT LEAST 75-100% ATTENDANCE EACH MONTH!  
50% ATTENDANCE WILL ONLY BE ACCEPTABLE IN VERY SPECIAL AND EXTENUATING  
CIRCUMSTANCES. LESS THAN 25% ATTENDANCE WILL NOT BE CONSIDERED AN ACCEPTABLE LEVEL  
FOR COMMITTED MINISTRY TEAM MEMBERS.**

#### **8. Leave of absence policy (LOA)**

At times life throws us a curve ball and our lives may take unexpected turns so it is reasonable to expect at those times there may be a need to take a leave of absence. However, leaves of absence must meet certain criteria to be permitted. LOA may be excusable if given prior approval by the director. **Acceptable reasons for LOA are: physical sickness, recuperation from surgery, giving birth and the post-natal period, family emergencies that requires long-term attention, going back to school, and extended LOA for snowbirds that spend their winter in other parts of the country.** An example of an unacceptable reason for extended LOA would be “I’m tired and I just want a break from choir”. LOA’S are given for up to 3 months only. If the period extends beyond 3 months the individual will have to re-enroll at the next enrollment date. Consult with the pastor/director regarding approval of LOA’s.

#### **9. Annual commitment pledge (ALL MINISTRIES)**

Ministry commitment is to be taken seriously and a willingness to commit for a year of ministry is required of all members in the fall for the upcoming year of ministry from September – August of next year. If one is unable or unwilling to make this commitment the ministry prospect will be ineligible for ministry participation.

## **NLWC Worship Ministry / Wardrobe Policy & Schedule**

### **GUIDING PRINCIPLES**

As a church, modest dress is important to our faith community. While we recognize opinions vary considerably about appropriate dress, we have established some simple guidelines, which we ask ministry members to respect while part of the ministry team. Cleanliness, neatness, color coordination, and modesty are the general guidelines with regard to platform dress. Respect for the house of God as well as love and consideration for others is our motivation.

It is required that everyone dress according to the colors designated on the color chart. Black and white are always acceptable to wear every Sunday with the colors selected for the month. **No** sleeveless or cleavage revealing blouses. **No** skinny jeans or tight fitting pants, jeggins or leggings unless worn with a long blouse that passes the upper-mid leg area. **No** jeans with holes. **No** shorts are permitted on the platform or sound booth. Hats are permitted in the sanctuary only on special occasions. We ask that your dress or skirt length is at the knee. Always wear proper undergarments to ensure that nothing is seen through your pants, dresses, skirts and blouses. If in doubt, don't wear it.

We have drapes available for extra coverage if needed when sitting on the platform. If it is determined that an outfit that you are wearing is in violation of the dress guidelines determined by the leadership of NLWC, then you may be asked to sit on the second or third row of the choir loft. If your outfit is too revealing, you may be asked not to participate on the platform for that day.

During practices we ask that you keep in mind the guidelines and dress modestly.

### **Guidelines for Ladies**

- Shirts, blouses, dresses must have at least a cap sleeve / no sleeveless tops / No plunging necklines
- Skirts/Pants: Comfortably loose, not form fitting (use long top if a fitter pant or skirt)
- Hemlines – knee length or below the knees No above the knee skirts
- No transparent or see-through clothing
- Appropriate under garments
- No tight white pants
- No tennis shoes, sandals, or flip flops
- No jeans with holes
- No hats
- Avoid gaudy jewelry
- Modesty is the rule

### **Guidelines for Men**

- Ties and sports jackets not required (unless specifically requested)
- Collar shirts required - golf shirts with at least short sleeves or dress shirts
- No tee's unless specifically requested on church t-shirt days
- Slacks or nice dark dress jean
- No holy jeans
- No open shirts down to your diaphragm!
- No tennis shoes, sandals, or flip flops
- No hats
- Avoid gaudy jewelry
- Modesty is the rule

## **WARDROBE SCHEDULE**

## EVEN MONTHS

**1st Sunday**.....**Church T-shirt and Blue Jeans**

Black or blue t-shirts and dress jeans (no holes)

**2nd Sunday**.....**Skittles**

Brightly colored top (solid only) **NO WHITE SHIRTS!!!**  
Black slacks or skirt  
Black shoes

**3rd Sunday**.....**Black, White, and Gray**

Any combination of Black, white, gray top (does not have to be solid)  
Black slacks or skirt  
Black shoes

**4th Sunday**.....**Brown, Tan, and Cream**

Any combination of brown, tan, and cream.  
Brown shoes for men and brown or cream shoes for ladies would be appropriate.

## ODD MONTHS

**1st Sunday** .....**T-shirt and Blue Jeans (same as even months)**

**2nd Sunday**.....**Red, White, and Black**

Red, white, and/or black shirt/top/blouse and black slacks/skirts  
Patterns are acceptable  
Black shoes

**3rd Sunday**.....**Black shirts and Blue Jeans**

Solid black shirts/tops/blouses and dress blue jeans  
Black shoes

**4th Sunday**.....**Royal Blue and Black**

Royal blue shirts (patterns acceptable) and black slacks/jeans/skirts  
Black shoes

**5th Sunday**.....**Sunday Best**

Suits, ties, and dress shoes for men (any color arrangement)  
Dresses or pant suits and dress shoes for ladies (any color arrangement)

## **Membership Expectations**

1. Be a follower of Christ with morals and Christ like character.

2. Be a member of New Life Worship Center.
3. Be a faithful tither.
4. Be on time to practices, worship services and be faithful in attendance.
5. Take pride in your personal appearance.
6. Give honor with respect to leadership as well as one another. Follow instructions.

## Rehearsals

As soon as you arrive, be seated on the platform. If you have a question about a song, wait to be recognized before asking. Often your question will be answered once instruction is fully given. Please leave the choir loft and youth room clean and tidy after each practice picking up any trash you may have and throw it away.

### **Phone Etiquette:**

*Keep your phone on vibrate during practice. If you must answer a call, please excuse yourself from the room so as not to disrupt the practice. We need to be focused and alert to make the very most of our practice time together.*

### **Sound Checks/Services:**

*Please be mindful of the atmosphere and remember this is a preparation to lead people into a time of worship. Be prayed up and in an attitude of worship. Media team please stay alert and aware of the stage at all times during practice and service. Make sure all service videos, media, and lights have been tested prior to service. As soon as sound check is complete, change light settings and start pre-service music.*

### **Alternate Voices On Mics:**

*Often there are opportunities for solos, duets, trios, ensembles, and front line presentations. If you are interested in being a part of these opportunities there are some criteria for consideration as follows: positive working attitude, vocal ability, attendance and punctuality, preparedness, ability to follow instruction. If you are given a solo or lead part in a song, learn and prepare to your greatest ability. If you are having difficulty or would like additional help, contact the Worship Pastor to setup an additional time of rehearsal.*

*When you are scheduled to participate in a service you must be in attendance the Thursday practice prior to and the Sunday morning practice of the service you are participating in unless other arrangements were made with Worship Pastor. Be on time for the before service sound check on mic.*

### **Mic Etiquette:**

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*Proper mic etiquette starts with carefully using the mics at all times. Unless directed otherwise, please hold mic straight out almost touching your mouth and sing into it confidently. Media team please have mics ready and on when sound check starts. Different ones help out with changing batteries, so please look at your console and verify that all mics have enough battery in them and that your mic is not muted.*

## **Childcare**

It is a requirement that if you are a parent of a child in the Children's Department that you (or your spouse) serve in that ministry once a month. Please coordinate with Children's Pastor to set a scheduled time when you or your spouse can serve and minister to our children.

## **Instrument Etiquette**

We ask that all instruments be used with great respect and in the attitude of worship. There are time for all of the band to play in unison or with specific chords progressions and 'hits' and there are also times for solos and leads. These are to be directed by Worship Pastor or Band Director and we ask that everyone respects these specific times. Media Team, please make notes on your order of service as a reminder to what solos are happening in songs so the instrument can be made louder in the house sound. Also, continually watch for cues during the service for unplanned vocal solos to occur. '

## **Conflict Resolution**

*Proverbs 19: 11 "A person's wisdom yields patience; it is to one's glory to overlook an offense".*

There are times when offense occurs in a group. The first thing to do is take it to the Lord in prayer and give patience to one another overlooking the small things when possible. You just never know what someone else is going through on any given day. In the event that after spending time in prayer over a matter that is not resolved, then it is best to go to the source in love. Remember, there is nothing we cannot work out together!

## **Preparing to Minister**

Ministry begins *off* the platform and in your secret place. Spend time during the week in the Word of God and in prayer for the services, the leadership of the church, one another in the choir and anywhere

else the Spirit of the Lord would lead you to pray. Spend time seeking God's face and allow Him to minister to you. Then, and only then, can you minister to others.

Worship in the overflow when leading others. The overflow is worship that begins deep within and overflows onto your countenance and expressions. Further, practice the music at home, so that when we're on the platform you are comfortable enough with the music to raise your hands, clap, etc. without inhibition. If you are not comfortable with outward expression of worship, then practice in your secret place.

Be aware of what is happening on the platform at all times! If the Worship Pastor or anyone who is directing asks you to stand, lift your hands, intercede etc., please comply.

Finally, platform ministry is not restricted to the platform! Always remember that you are an ambassador of Christ. Our character, conduct, attitude, morality is always on display. Everywhere you go, everything you post on social sites, and the company that you keep represents you, Christ, our choir and our church.

*Psalm 19: 14 says "May the words of my mouth and this meditation of my heart be pleasing in your sight, Lord, my Rock and my Redeemer."*

### NLWC Ministry of Worship Etiquette Agreement & Pledge of Commitment

*I understand all of the requirements described above and will follow them to the best of my ability.*

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

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