

Worship Ministry Department

Policies and Procedures Manual

“Impacting The World Through The Heart Of Worship”

Whether you are a newcomer to this ministry, or a person that has been involved for a while - I'd like to welcome to the Worship Ministry Department! Pastor Mark and I hope you feel right at home, making memories and friends that will last a lifetime! We pray your time with us will be a blessing to you and your family. Grace Fellowship Church desires to see people **Come** into God's presence, **Grow** in the Lord, **Serve** in His ministry and then **Go** and declaring the gospel to a world that desperately needs it. It is our prayer that your time with us will help to strengthen and encourage you in your walk with Him in one or all of these areas. Whether you're joining the worship team, worship office ministries or audio/tech departments, we want you to know that you are important to this ministry. For through your ministry, we will be able to achieve our three-fold purpose:

- First: To bring glory to God,
- Second: To allow the Lord to minister to us as individuals, and
- Third: To minister to His people and reach the saved and the lost.

The Worship Ministry Policy and Procedure Manual was derived to answer questions and to serve as a guideline for operations of the Worship Ministry Department.

Our mission is to minister to the Lord first by displaying the glory of God through all levels of our worship ministry. We feel called to give back the gifts and talents that God has given to us so that He can take the giftings we have to offer and use them mightily for His purposes. As we give to the Lord, the vertical relationship, the Lord will minister through us within the Body of Christ, the horizontal relationship. This will help develop and maintain unity and harmony among all those who experience the Lord in our services.

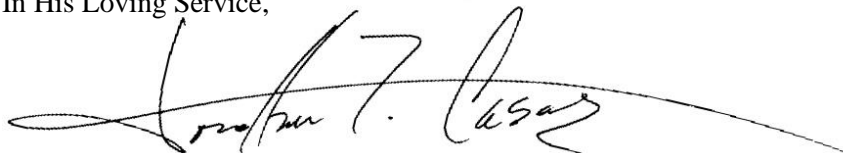
Even if it's just a rehearsal that we are attending, our goal is to impact the world through everything that takes place in this ministry. We rehearse to strive to achieve the leading of the Holy Spirit and to get closer to excellence. Through this ministry, we strive to be effective in reaching and changing souls through every effort in our ministry. It's all about the joy of God as He continues to use us to touch others to impact His people for His purpose. The world has taken great things, like music, and has polluted them. It is our goal to reclaim that which the devil tried to steal. Realize our spiritual enemy does not have the power to create, so therefore, he attempts to rob, kill, and destroy. That is all he has left. With this in mind, we must consistently prepare ourselves for battle and daily put on the full armor of God. People who are up front and involved in ministry are often the tip of the spear in a very real spiritual battle that rages all around. Be protected, keep your life right, focus on our Lord, Jesus Christ.

Whether you are familiar with this type of ministry or not, know that you are joined with a fine group of people. People that truly care and are ready face these spiritual battles with you. If you find you need extra encouragement, lean on one another. We support and lift each other from the front as well as supporting and lifting the people in our congregation.

"For our struggle is not against flesh and blood, but against the rulers. Against the authorities. Against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Ephesians 6:12

Once again, WELCOME!!!

In His Loving Service,



Pastor Jonathan F. Casas

WORSHIP MINISTRY

SELECTION PROCESS

The worship team is usually comprised of 2-4 vocalists, SAT. Each individual must be exemplary in character and in dedication to this ministry. The ideal candidate would be a member of Grace Fellowship have the ability to harmonize naturally without effort. Those selected to be a part of this ministry group must faithfully attend all rehearsals and be diligent to the cause of the Worship Ministry Department.

Note: A friendly reminder email will be given to you during the week of your performance.


EXPECTATIONS

Each member must be prompt and ready to minister for each service. Criteria are as follows:

- 1. Rehearsals** -Tuesday at 7pm – 9pm and Sundays at 8am – 9am

Every three months members of the worship team will be given a worship calendar (shown below). It will let you know what Sunday you are to participate and whom you will be participating with. If for some reason you cannot make it to a rehearsal or on Sunday morning, please contact Pastor Jonathan beforehand so he can make any adjustments if necessary. We realize that life happens and there may be occasions you might not be able to show. Because of this we have adopted a very flexible approach that allows us to ebb and flow with the situation. Don't hesitate to contact Jonathan.

December 2021

	Sun 12/5 The Start of Christmas!	12/10 Banquet Choir Sings "Oh What Joy It Is To Sing" "A Spirit Wonderland"	Sun 12/12	Sun 12/19 Choir Sings "Carol of the Bells"	Fri 12/24 Christmas Eve Service Communion Choir Sings "All Through The Night"	Sun 12/26
Vocals	Andrea Elizabeth Pam Wayne	✦	Martha Mark F. Valerie	Mark F. Martha Pam Valerie	Elizabeth Mark F. Martha Valerie	Andrea Elizabeth Pam Valerie
Drummer	Christian	--	Christian	Christian	Christian	Christian
Bassist	Jake	--	Jake	Jake	Jake	Jake
Keyboard	Jonathan	--	Jonathan	Jonathan	Jonathan	Jonathan
A. Guitar	Jeremy	--	Jeremy	John G.	Jeremy	Jeremy
E. Guitar	--	--	Ethan	Jeremy	--	Ethan
Piano	Roxanne	--	--	Jonathan	Roxanne	Roxanne
Violin	Lilly	--	Lilly	Lilly	Lilly	--
Congas			Duke	Duke		
Live Stream	Cierra/ David (Training)	--	Cierra/ David (Training)	Keith	Aedin	Cierra/James
Sound	Michael C./Keith	Keith	Keith	Steve	Steve	Mark F./Keith
M.S. Build	Jonathan	Janissa	Wendy	Janissa	Wendy	Janissa
Media Shout	Janissa	Wendy	Janissa	Janissa	Janissa	Wendy



*Impacting The World
Through The Heart
Of Worship*

WORSHIP CALENDER



Jonathan Casas Info:

Mobile: 209.304.1122
E-mail: Jonathan@graceofamador.org
Web Page: www.RockinWorship.com

Church Info:

Church Phone: 209-223-1971
Web Page: www.graceofamador.org

WORSHIP MINISTRY (continued)

2. Servanthood – At Grace we don't consider being a servant to the Most High a light endeavor. Being involved in ministry continually teaches us why it is such a privilege and honor to be used by God. Being a servant (in every sense of the word) means that we take care of God's house and God's people **God's way** and not our own.

At times, it can be a struggle to be a "real servant" and put away our flesh. At Grace we realize this. But please understand that God honors our commitment to servanthood. Because in our efforts to become true servants, we realize more and more that what we do is not about us, it's about winning souls for God. And once, we realize this fact being a servant becomes a high, high calling. Please review the following servanthood bullets.

- Being a servant means: we have a servant's heart. We put others needs above our own and work together to achieve the best aspects of worship ministry.
- Being a servant means: being on time and holding to the commitment you gave initially.
- Being a servant means: Focusing on the task at hand and doing your absolute best, always, to complete it.

RE: Issues that arise:

- Being a servant means that we don't handle our issues, problems, or conflict in the conventional way the world does. Please know that our leadership team will do their best to handle these situations in a Godly manner as they arise. But it's your job to make sure that when problems do come, and you decide to make them known; that you are making them known for the bennifit of everybody and not because you got your feelings hurt.
- Being a servant means that we have patience with decisions that are made. Inevitably, situations like this may come along at some point and there may be disagreements among members of the team. If this happens, deny your flesh, and make sure you do not have an argumentative Spirit. This way we can resolve the issue swiftly and continue focusing on the mission of the team.

3. Interview Process and Auditions – If you are joining the Worship Ministry Department on any level you will need to schedule an interview time during the week Monday through Thursday with our Worship Pastor Jonathan Casas. The process of joining is three-fold:

- **INTERVIEW AND SKILL LEVEL TESTING**

This is a necessary step in evaluating your anointing in this area. We all have different anointing and gifting. Just because a person can sing does not mean that God has given that person a gift. There are many gifts that God can give a person that can be used and are essential to the Ministries of Grace Fellowship. Such as, gifts in administration and organization, sound reinforcement, communication, etc. Fortunately, musicianship and vocalization are gifts that can grow and can be taught. Therefore, there will always be a place for even the novice somewhere in the Worship Ministry. However, Godly anointing can not be taught. It is a gift that solely comes from the Father and is sovereign in nature and selection. This interview will help determine your "Worship Ministry nitch".

- **INTERIM TIME WITH THE TEAM (USUALLY 3 TO 6 WEEKS)**

This is also a necessary step to see how you function in our group setting. How well you take and receive instruction is vital to fulfilling our team's goals and to reach and save the lost. It is also a good time to get the lay of the land, ask questions and get familiar by fellowshiping with one another.

- **POLICY AND PROCEDURE/CONTRACT INFORMATION**

The Policy and Procedure Manual are here to answer most of the questions you might have regarding anything Worship Ministry related. Please read it thoroughly and if you have any questions please contact our Worship Pastor, Jonathan Casas for more information. Also, please fill out the questionnaire and contract at the end and return it to the Worship Pastors office within two weeks of receipt.

Lastly, the contract is an agreement between you and Grace Fellowship and our Worship Pastor. It was designed to make it abundantly clear what you are agreeing to. Please make sure you understand everything on it before signing. Pastor Jonathan can answer any questions you might have.

4. Attire –Please be neat in appearance. Wearing upper casual is a good key to make us all match. Ladies should wear nice pants or dresses on performance days. If wearing a dress, please make sure that your skirt comes at least to the knee. Shoulders should be covered as well. Rehearsals (of course) are more casual. Men, no T-shirts with logos on performance days and no shorts. Jeans are ok, but no holes. Thank you in advance for your participation in this area. If we are faithful in the little things God will bless us with much.

5. Spiritual Maturity - In our congregation, we have several denominations worshiping together. This allows for differing views on the Holy Spirit and His work in the corporate setting of the church. High importance is placed upon the spiritual maturity of each individual. There must be a freedom in your worship style. You must be unhindered in praising the Lord by the raising of hands and having the ability to praise the Lord without the thought of "somebody is watching me." At the same time, you should be alright with someone being more reserved on stage. All of us should have a consistent prayer-life, as well as personal devotional time in the Word.

6. Faithfulness - This is a leadership position that calls for the highest commitment. People not only look to our worship team for leadership, but they also look to you, as an individual as well. Sometimes, you may not feel like worshipping the Lord for whatever reason. Maybe your too tired to come to practice, or you've had a long, hard work week and come Sunday you just want to be lazy and skip it.... Please note that feelings are not to be lived by nor should they prevent us from worshipping the Lord. Our service is unto the Lord Most High. We serve at His good pleasure.

In instance of sickness, please call Pastor Jonathan as far ahead of time as possible.

7. Preparedness - I cannot express to you enough how important it is to worship God all week long. Please be aware that you are coming into a powerful time of praise when we worship our Lord. There's no bigger distraction than one of the team members bringing his or her "baggage" into that environment. If, for some reason you are going through a tough time in your life and feel like you are unable to worship God in an honest way, then please don't. Feel free to "sit this one out" or take a break from worship until you are right. If you are comfortable, please tell someone on the team if you need prayer or assistance. We aren't only here to praise and bring worship to God, but we are a team and a family that needs to be there for one another.

Note: Pastor Jonathan has asked several members of our congregation to hold us up in prayer. Every week there are many people who are praying for us and our situations. God is good and you may feel His intercession.

SPECIAL MUSIC

Grace believes that music is one of the main keys to the preparation of the heart for the Word of God. It is our utmost purpose and desire that all musical presentations: choral, solos, duets, band numbers, etc. represent the Lord with a heart after Him, to please the Lord first, and thereby, move the heart of His people. The following is a list of guidelines to be followed in the area of special musical ministry.

VOCAL

1. All songs are to be pre-approved. Schedule a time with Pastor Jonathan to preview your song. This will also afford you the chance to get last minute help (if needed). The main reason for previewing the music is to have another person confirm that the music fits in with the direction and style of our services.

2. All solos, duets, trios, etc. will be selected from those who are part of the Worship Ministry at Grace Fellowship. This helps reinforce our teamwork philosophy. Occasionally we will have people from outside perform special music; however, these people will be auditioned as to ensure a quality performance.

3. All sound checks are as follows:

Please arrive early: Sunday Morning by 9:45 a.m.

Please note: We prefer to have live music during your performance. However, if MP3 files or CDs are used, they need to be given to the sound tech before your sound check at 9:45.

4. If you fail to meet your sound check time, be aware that levels of music and "EQ's" will not be at their optimal. Remember, plan to be early. You will arrive during the worship team rehearsal. But this will help with any unforeseen interruptions. Please try to memorize your music. You can minister more effectively with your eyes and voice rather than your voice alone.

5. Please limit your ministry to the song. Testimonies are great; however, your song selection alone should be able to speak your heart. If you would like to make an exception, please notify Pastor Jonathan before Sunday so we can run it by the office staff to make the necessary adjustments to the service plan timeline and the sound technicians. There may not be enough time for your testimony inside the service.

6. Please maintain a ready position. Be aware that as the Holy Spirit moves our services may take different directions and a restructuring of the service takes place that may move your song selection to a different position in the service. To allow for this, please sit nearer to the front row when performing. Know which mic you are going to be using and if possible, have it with you while you wait for the special music time.

Please have your accompanist ready as well (if applicable). This will ensure proper balances, etc. for the service.

ATTIRE

Performing special music is an honor and a privilege. Please be neat in appearance. Upper casual is the key. Ladies performing should wear nice clothing on Sunday mornings. If wearing a dress, please make sure that your skirt comes at least to the knee. Shoulders should be covered as well. Men should wear nice pants and a nice shirt. No logo's please. If you have any further questions, please contact Pastor Jonathan.

THINGS THAT MATTER TO MUSIC MINISTERS THE MOST

Worshipping God

Maturing in Christ

Encouraging Others

Being on time for rehearsals and sound checks

Enjoying fellowship with other musicians

Not drawing attention to oneself during worship services or rehearsals

Letting the joy of the Lord shine through while using your gifts

Working harmoniously with other musicians and staff

Practicing parts and technique throughout the week

Fulfilling commitment to ministry

Paying attention to the Planning Center Services App

Praying for other music ministers and staff

Finding the heart of worship in everything we do

FREQUENTLY ASKED QUESTIONS

QUESTION: What should I bring to rehearsal?

ANSWER: Pen/pencil, tape recorder (A REAL MUST), sheet music (if handed out), prayer requests.

QUESTION: *What if I can't make a rehearsal?*

ANSWER: Contact Pastor Jonathan. It is very important to know who will be on the team for any service.

QUESTION: *Who do I talk to if I have a problem with another person on the team?*

ANSWER: First, go to the person with whom you are having a problem. If you cannot resolve the problem, go to your team leader. If you are still unable to resolve the issue, you may need help from our Pastors, or Elders.

QUESTION: *What do I do if I'm interested in soloing?*

ANSWER: If you are interested in soloing, the best thing to do is let Jonathan know. We can then set up a quick audition with a worship song, or music that you have that you feel best demonstrates your vocal quality and style. This will help us know your heart and vocal style when considering you for a solo.

A WORD ABOUT COMMITMENT

(PLEASE READ)

Being involved in the Worship Ministry presents a unique opportunity to serve Grace Fellowship. God has called you not only to minister on a regular basis to the entire church, but also to be an example in behavior and character to fellow believers. Setting a good example in thought, word, and deed involves several different things such as growing in Christ, responding to others in love and sharing the gospel with unbelievers. Another way to set a good example is by fulfilling your commitments, especially when it comes to ministry. Consequently, it is hoped that everyone who has joined the Worship Ministry department will be able to attend at least 80% of the performances and rehearsals.

Of course, emergencies and unforeseen circumstances often arise. These will certainly be taken into consideration when evaluating your attendance record. After all, we are under grace, rather than under the law. So don't panic! Have a great time in serving the Lord. Just bear in mind that following through with your commitment to this ministry is part of ministering to the needs of God's people and setting an example for them, especially the children. Being faithful to your worship ministry commitment can be just as important as your personal testimony or your musical abilities.

DRESS CODE GUIDELINES

Although we strive to make a causal atmosphere, there are some standards that we'd like to adhere to together as a team. The main idea is to minimize the distractions that break people away from worshipping. Believe it or not, if the team onstage does not look somewhat uniform, people might take notice, if only in their subconscious. If this happens, even for an instant, we take control away from what the Holy Spirit is working on at that moment. It is our desire to do what we can to minimize this from happening. God is in the details, and He will bless us for this.

Also, no ministry is more important than any other ministry in God's eyes, servants in the Worship Ministry tend to be scrutinized longer and harder by the public because they are so visible. In other words, you're ON STAGE! Consequently, you need to set a higher standard, especially in one specific area of human expression: how we dress. The key words regarding this issue are sensitivity and modesty. Here is an important reminder: Clothes that may be conservative in the world's eyes might still not be modest enough for church. To help you cultivate self-awareness in this sometimes-confusing arena of Christian freedom (dress/style), we have provided the following guidelines that Worship Ministry team leaders will do our best to make sure are being followed. These guidelines apply to all music ministers (vocal and instrumental) and are VERY IMPORTANT!

What You **Shouldn't** Wear

Women	Men
<p>1. No hems on skirts or dresses that are more than three inches above the top of the knee.</p> <p>2. No sweatpants.</p> <p>3. No low-cut tops, tank tops, backless dresses No see through (e.g., lace) blouses without an under blouse. Stage lights have been known to reveal more than you would expect.</p> <p>4. No logo's please.</p> <p>5. No tight, form fitting pants or dresses (hint: any clothing that excessively outlines intimate parts of the body or underclothing is too tight).</p> <p>6. No hats.</p> <p>7. Please do wear deodorant.</p> <p>8. NO PURFUME (many people have allergies or asthma and perfumes can cause adverse reactions in such individuals). PLEASE FOLLOW THIS ESPECIALLY IMPORTANT GUIDELINE.</p>	<p>1. No tank tops or sloppy T-shirts. Also, please do not wear any shirts that have writing or large logos on them.</p> <p>2. No shorts (unless specified)</p> <p>3. No tight form fitting T-shirts.</p> <p>4. Nice jeans are ok.</p> <p>5. No tight, form fitting pants (hint: any clothing that excessively outlines intimate parts of the body or underclothing is too tight).</p> <p>6. No hats</p> <p>7. Please do wear deodorant.</p> <p>8. NO COLOGNE, NO STRONG AFTERSHAVE LOTION (many people have allergies or asthma and perfumes can cause adverse reactions in such individuals). PLEASE FOLLOW THIS ESPECIALLY IMPORTANT GUIDELINE.</p>

What You **Should** Wear

1. Colored clothing, preferably jewel tones (emerald green, royal blue, ruby red, onyx black, etc.)
2. Just below Business to Casual to Sunday best (Easter, Christmas, and other holidays)
3. Jewelry (have fun, enjoy the moment)
4. For SOLO / DUET / GROUP performances, please wear nice clothes
5. Smiles, smiles, smiles!!!

Thank you for your contribution to the Worship Ministry and Grace Fellowship.

(PLEASE PRAYFULLY CONSIDER THE ANSWERS ON THE FOLLOWING PAGES)



Worship Ministry

Impacting Our World

Name:	Date:
Address:	
Mobile Phone:	
Home Phone:	
Email:	
Birthday:	
Spouse Name:	
Anniversary:	
Web Page:	

PLEASE RETURN COMPLETED FORM WITHIN 2 WEEKS OF RECEIPT. THANK YOU.

Check One:

1. I am:

- an occasional visitor
- a regular attendee
- a member

2. My age is:

- 18-24 25-31 32-38 39-45 46-55 56+

3. I am:

- Single Married

4. I am:

- A mature Christian
- A new believer
- A seeker

5. Every month I usually attend midweek services:

- Once twice three times every week Never

6. Every month I usually attend weekend services:

- Once twice three times every week

7. How long have you attended Grace Fellowship? _____

8. My favorite styles of music are:

- Rock Jazz Rhythm & Blues Country Classical Christian
- Broadway Musical Reggae Pop Folk other_____

9. What three radio stations do you listen to/stream most often?

_____ - _____ - _____

10. What are your favorite songs of Grace Fellowship?

_____ - _____ - _____

11. What are the most encouraging things about the Grace Fellowship Worship Team?

12. Do you like pizza? Y N

13. What experience would you bring to the Worship Ministry? (E.g. solos/ensembles, voice training, etc.)?

14. What do you like best about Grace Fellowship Church?

15. What is your reason for being involved in the Worship Ministry?

16. Do you play an instrument? What instrument? How long have you played it?

17. Name some of your favorite television programs to watch?

18. What days are you available for lunch?

Circle One:

19. My vocal range is: Soprano / Alto / Tenor / Bass

20. I consider myself a soloist. Y N

I am available to perform on Sunday mornings

- I am available to worship all weeks of the month.
- I am available to worship only 3 weeks out of the month.
- I am available to worship only 2 weeks out of the month.
- I am available to worship only 1 week out of the month.
- I might be interested in also helping with the tech teams.

21. Do you have a personal devotional time? If so, what do you do during that time?

22. When you worship do you feel any inhibitions (e.g., lifting your hands, etc.)?

23. How nervous do you get when you perform?

(Circle one) -1 2 3 4 5 6 7 8 9 10+

24. What areas do you think you can improve upon when you perform?

25. How do feel your relationship with God is right now?

(Circle one) -1 2 3 4 5 6 7 8 9 10+

26. What do you think God looks at most when you worship?

27. How willing are you to be committed to this ministry?

(Circle one) -1 2 3 4 5 6 7 8 9 10+

28. Would you be able to participate in a seasonal choir? Y N

29. What does "worship" mean to you?

30. How would you describe your past experiences with other Worship Teams and/or past Churches in general?
Please explain....

31. Do you have any food allergies?

32. Coffee, Tea or Soft Drink? (Circle one)

33. Do you attend other churches or live streams? Which ones?

Is there anything you would like to communicate? Please use the space below.

*Thank you for taking the time to answer and thank you for being a part of Grace Fellowship's
Worship Ministry. Keep looking up.*



I WANT TO SERVE THE LORD THROUGH MUSIC AT GRACE FELLOWSHIP CHURCH



What I'm committing to:

- Sunday Services
- Rehearsals Days
- Servanthood Bullets
- Ministry Commitments

GRACE FELLOWSHIP MINISTRY COMMITMENTS

LIFE COMMITMENT

Realizing that God planned me before my birth and that He uniquely shaped me for following His purpose, I have resolved to live the rest of my life seeking to know and fulfill the mission God made me for and to rely on His power to accomplish it. This means I commit to:

1. Come: Join His ministry and join His church.
2. Grow: Learn about Christ and learn His word and learn to love & trust Christ more each day.
3. Serve: Christ with the abilities He has given me.
4. Go: Sharing Christ with those who don't know Him yet.

As best I know how, I commit my mind, my heart, and my will to be used by God anywhere, anyway and at any time. "We are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do" (Eph. 2:10).

LEADERSHIP COMMITMENT

{Three things to focus on}

1. COMMITMENT
 - Maturity (Our personal quiet time, Bible Study, and prayer)
 - Integrity (Our private life should match our public life)
 - Community (Ministry is not a network of employees. We are a family)
2. COOPERATION
 - Be understanding of people who serve next to you in ministry.
 - Be patient with other ministry teams.
 - Be supportive of each other and care for one another.
3. CLEANLINESS
 - Regularly clean up after yourselves.
 - Eliminate clutter and garbage from workspace.
 - Streamline your time to complete the task at hand.

TIME COMMITMENT

You are committing to be on time for rehearsals, special events and performances. There should be no excuses for fall out other than work, vacation, or injury. We know God sometimes makes shifts in ministry and we as Pastors are committed that we don't overtax you in your areas of ministry. If God urges you to move on from the Worship Ministry department, we'd ask that you give us three weeks notice so that we aren't left in the lurch of trying to find a replacement for you.

I understand the Life, Leadership, and Time commitments that are required to participate in the Worship Ministry and joyfully commit to them.

SIGNATURE: _____ DATE: _____