

The Des Moines Vineyard Worship Ministry Member Handbook

Worship Vocalists, Musicians, Audio and Visual Technicians

We Appreciate Your Interest In the Vineyard's Worship Ministry

We are pleased that you have shown interest in becoming a part of our Worship Ministry. We believe that worship is one of the primary responsibilities, if not the defining characteristic, of a believer in Christ. Therefore we highly value the opportunity to gather and worship Him here at the Des Moines Vineyard Church.

Purpose of the Worship Team

The primary purpose of our worship team is to lead our congregation in praise of our holy God. He is worthy of all of our worship, and in our church, the responsibility lies with the worship ministry to help create an atmosphere in which people can be led by the Holy Spirit into an encounter with God.

Working as a whole, the worship ministry brings many elements to our service of worship including music, sound reinforcement, visual elements, staging and lighting. Ministry should not be a responsibility that is taken lightly, nor with mediocrity. We want to bring God the best we are able – that is what we call excellence.

In the context of a worship team, excellence would include all of the talents and skills He has blessed us with, time devoted to rehearsals, practicing at home, and leading worship services with a genuine heart to glorify God.

Worship Philosophy

Worship is to be an expression of love and praise toward God that overflows from our daily lives (Romans 12:1 NIV). We are to live our lives for the glory of God – this is our true act of worship.

Our purpose as a worship team in the wide spectrum of community worship is to glorify God in our gatherings and events, and to create an atmosphere in which people can be led by the Holy Spirit into an encounter with God.

Why Do People Get Involved In Worship Ministry?

Some people get involved in the Worship Ministry because that is where their abilities are found. They are skilled musicians and technicians or have been blessed with quality singing voices. It seems like a natural place to minister. Others have a desire to serve and are looking for a place to “plug-in.” We believe that the basis for involvement should begin with a sense of God’s calling. Do you believe that at this point in your life, God has called you to lead others into worship through your involvement on the worship team? Once that question is addressed, then your spiritual giftedness, natural talents, and developed abilities will help clarify your role in our worship ministry.

Discovering Your Call – Are You Called to Worship Ministry?

Worship ministry is one of the vital ministries in the local church. Discovering your call begins with a **desire** to be used by God to **impact** the local church and the community around you. To examine your ministry calling, refer to the following four “voices” that can help provide a level of guidance.

1) The Voice of the Spirit (inward impression)

You always know when God is speaking to you because His prompting will burn within you. (Galatians 5:25, “Since we live by the Spirit, let us keep in step with the Spirit.”)

2) The Voice of Reason (common sense)

This ‘voice’ simply involves looking at and evaluating your technical skills relative to the area of ministry you’re interested in.

3) The Voice of Friends (trusted friends)

If you surround yourself with believers that have your best interests at heart, they will provide the necessary guidance you need (Proverbs 11:14, “For lack of guidance a nation falls, but many advisers make victory sure;” Proverbs 12:15, “The way of a fool seems right to him, but a wise man listens to advice;” Proverbs 15:22, “Plans fail for lack of counsel, but with many advisers they succeed.”).

4) The Voice of Opportunity (circumstances)

Be aware of the doors the Lord open’s for you. He specializes in orchestrating circumstances around you so that you can see His provision. Paul writes of opportunity in 1 Corinthians 16:9, “because a great door for effective work has opened to me...” and Colossians 4:3, “And pray for us, too, that God may open a door for our message, so that we may proclaim the mystery of Christ...” Remember that vision precedes provision!

What Worship Ministry Opportunities Exist?

Worship Vocalists, Musicians, Audio and Visual Technicians

The worship ministry facilitates worship each week using a worship team comprised of musicians and singers, as well as technicians (who use their talents for sound reinforcement, visual media, lighting, and more). Typically, different “rotations” of teams will lead Sunday services based upon a rotation schedule. Each area of ministry has its own rotation schedule based upon the amount of members it has. The serving schedule is updated regularly and is online for viewing.

Special Choirs and Event Volunteers

Special choirs may be formed and other volunteers may be asked to participate in special events such as Christmas Eve, Good Friday and Easter Sunday services. Rehearsal times for those events will, typically, be set during the week prior to the event or service.

How Do I Join The Worship Team?

Worship Ministry Interview

During the interview we will explore your calling, background, and leadership role as part of the worship ministry. We will highlight the requirements and other considerations defined in this handbook as well as the purpose and vision of the worship ministry. The interview is also important to the Worship Director in exploring your spiritual gifts as well as your musical or technical experience and skills.

Your interview will incorporate the following components:

- A discussion of the Worship Ministry Member Handbook. Please bring your handbook to your interview.
- A discussion of the Worship Ministry Information & Commitment Form (a copy is available at the end of this book). Please fill out this form and bring it to your interview.
- A discussion regarding your ministry calling, spiritual walk, and background.
- A demonstration of vocal, instrumental, artistic, or technical ability and suitability.

Musicians are expected to bring their instrument and be ready to play along with the Worship Director using a song chord chart. Vocalists should also be ready to sing alongside the Worship Director in a few songs. Along with God’s leading, the information gathered from the interview enables the Worship Director and Team Leaders to determine how you might fit into the ministry, what the focal areas of the ministry will be, and how to best organize the ministry.

Worship Team Requirements

In any area we use our God-given gifts and abilities, there are certain requirements that help us excel under that particular role in the Body of Christ. We ask you to closely examine yourself to see if the Worship Ministry is the appropriate area in which to use your gifts. **We ask that you:**

- Have a personal relationship with Jesus Christ
- Demonstrate an honest, authentic desire to live a life that is honoring to Jesus
- Regularly attend, are committed to, and support the mission & community of the Vineyard
- Demonstrate appropriate musical or technical ability and fit

A Personal Relationship With Jesus Christ

It is impossible for us to lead others in worship if we are not worshipers ourselves. Since worship team members provide an example of and help create an atmosphere for worship for those seeking Christ, one must know Christ to participate. If you do not personally know Christ, please join in a more casual worship environment or perhaps a small group that would permit you use your musical gifts while you seek out a relationship with Jesus. Please see the Worship Director about such opportunities and how you can get involved.

Demonstrate A Life That Is Honoring To Jesus

The worship team is a leadership-type ministry – not more important than other ministries, but certainly more visible. Because of this, we approach our ministry involvement as leaders, knowing that our way of life will be “considered by others.” This involves a commitment to being an example and a witness in attitude, appearance, and behavior. (Ephesians 4:1 “As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received.”) If at any time during your Worship Team involvement, should you feel that your life is not reflecting well on Christ or His church and that such actions could be a stumbling block for those looking to your example, we ask that you contact either one of the Pastoral Staff or the Worship Director to discuss the matter. We ask this for your benefit as well as that of the congregation which you serve. Our goal is restoration, not condemnation. We all go through times when we need to work through issues and find a place where we can be restored back into ministry.

Regularly Attend, are Committed to, and Support the Mission & Community of the Vineyard

You must be a faithful participant in the life of this congregation as demonstrated by your attendance and involvement, regularly attending worship gatherings and other church events. (Hebrews 10:24-25 “And let us consider how we may spur one another on toward love and good

deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”)

Demonstrate Appropriate Musical or Technical Ability and Fit

As a Worship Team musician, vocalist, artist, or technician, you need to be skilled and talented enough to follow along at the level of the other participants. In addition, you must be a good fit in style, blend, personality, and skills. Here are some general guidelines:

Musicians need to be able to:

- Respectfully work with others - especially those on your team (including the A/V team personnel)
- Learn new material quickly - typically working from a YouTube video or audio file
- Demonstrate suitable ability and style on an instrument
- Follow chord charts - including ability to change song keys
- Take care of stage area - keep stage area clean and orderly
- Work patiently with audio technicians in order to run a proper sound check

Singers need to be able to:

- Respectfully work with others - especially those on your team (including the A/V team personnel)
- Learn new material quickly - typically working from a YouTube video or mp3
- Demonstrate suitable style, range, blend, and accurate pitch
- Understand the importance of ‘warming up’ your voice
- Take care of stage area - keep area clean and orderly
- Work patiently with audio technicians in order to run a proper sound check

Sound Technicians need to be able to:

- Respectfully work with others - especially those on the Worship Team and other Ministry Leaders
- Understand the basics of a sound console - will go over during Initial Training
- Have desire to grow in the area of sound reinforcement

- Learn how our sound system works and how to diagnose audio issues
- Keep the service audio at a comfortable level - during worship, announcements and teaching times
- Set up wireless mics - for teaching and announcements
- Take care of audio booth area - keep area clean and orderly
- Work patiently and effectively with the worship band to run a proper sound check

Visual Technicians need to be able to:

- Respectfully work with others - especially those on the Worship Team and other Ministry Leaders
- Demonstrate the ability to work in a Mac-based environment
- View the required Pro-Presenter Software Training Videos and demonstrate ability to operate software
- Ability to convert notes from an email or power point into a Pro-Presenter presentation
- Learn how to connect and use our online video streaming software
- Learn how to display parental notifications
- Work patiently with the Worship Leader to obtain the worship set-list

Dress Code

As mentioned before, this is a leadership ministry and we are all leaders. While our dress code at the Vineyard is very casual, we ask that you dress modest and presentable. For instance, men should avoid wearing clothing that is excessively worn. Women should avoid wearing revealing clothing such as low cut blouses or short skirts. We do not want our clothing to get in the way or be a distraction while leading worship.

Examples That Are Acceptable:

- Jeans, Pants or Slacks
- Modest Skirts and Dresses
- Modest Shorts
- T-Shirts, Knit Shirts, Button-Up or Polo Shirts
- Hooded sweat-shirts

Examples That Are Not Acceptable:

- Tank, Tube, or Halter Tops and other Strapless Shirts
- Excessively Torn Clothing
- Tight Exercise Pants or Tops

- Exposed Belly Buttons or Midriffs
- Excessively Short Skirts
- Dresses with High Slits up into the thigh area

Other Considerations & Ongoing Expectations for Worship Ministry Involvement

As mentioned, this is a leadership ministry and others look to our lives and behavior as examples. Everyone on the team, both musicians and those in the tech booth, serves an important part in leading worship, and is therefore responsibly accountable for their actions in doing so. (see 1 Corinthians 4:2 "Now it is required that those who have been given a trust must prove faithful." As well as James 3:1). In addition to the qualifying characteristics previously outlined, consider the following:

Submitting To God

One thing that honors God within a Worship Team is submitting the talents He has given you to Him, to the other team members, and to the congregation. As musicians and singers for instance, we are not called to be rock stars, but to humbly submit ourselves. Sometimes this is hard on the ego. While leading worship, how often can we fall into the trap of thinking about how people are looking at us? We should always keep our focus on God and not our performance. Our performance is not submitting to God. In these cases, we are seeking to glorify ourselves instead of Him. When we do this, it is cheating God, cheating the congregation, and cheating ourselves of true worship. Always focus on God.

Another act of submission that honors God is to submit ourselves to the overall sound or mix of the music. A lot of times as musicians we'll feel we need to play all the time, be loud, and be heard by the congregation. But playing and singing like that can ruin the overall sound of musical worship. We have to realize that balance is what makes a good sound, and many times less is more. The simpler we keep the sound, the better. Sometimes the best thing for us to do as musicians and singers during a song is to not play or sing during a certain section. Look to your Worship Team Leader for direction in this, and submit to their leadership. As an individual, you are one part of a group whose goal is to lead others into the worship of God. We all need to find out how we can work together as a team to create the best possible sound during our time of worship.

Personal Worship

Our worship needs to be an expression of our hearts as well. If we are not truthfully worshipping God through our music or art, but just singing the words and playing the notes, it will show through to the congregation. But if we are genuine, and our hearts are really focused on God, that too will be evident to the congregation and can inspire them in their own worship. We need to

make sure that we are worshipping God for the pure reason that He deserves it. Spend time with God throughout the week so that He is not a stranger when we come together in our weekly worship gatherings. Make room for music in your own time of personal worship and devotions. When we minister to a large group of people in a worship setting, our worship leading will only be an overflow of what we are doing privately. Truly worshipping does not mean losing yourself in worship, after all, we are leading others. Worship leader Kathryn Scott put it plainly; while leading worship, remember "If we lose ourselves in worship, the congregation loses out." This is why it is so important to set aside time each week that will allow you to personally connect with God and be able to "lose" yourself in Him.

Leading Worship

A big part about leading worship is creating flow – no matter what your role on the Worship Team (sound, video, lights, etc.). This is the process where we illustrate a journey for worshipers to enter into the gates of God's throne room. It is accomplished by merging all audio and visual elements of a worship gathering into one cogent message with minimal distractions or interruptions. By eliminating distractions and most interruptions, we can help to keep the focus on God and off the other things that might distract us and the congregation.

While it's true that wrong notes, loud instruments, and off-key singers can be a distraction in worship, so can the sound, lighting and media that is provided. We need to make sure that the lighting is set up so that it will reflect and help the mood of the worship atmosphere, sound reinforcement should not be too loud and overbearing but smoothly mixed and engaging. Pastors should sound like they're speaking instead of using a bull-horn. Errors and delays in the media presentation can also be a big distraction. The technical artists (sound, light, media, etc.) have the responsibility to always be alert and ready. The technicians are the backbone in our worship gatherings.

Group Dynamics and Your Role

Working in a team can be tough, especially if you have clashing personalities within the group. As with any group, being on the Worship Ministry Team takes patience, understanding, and most of all, humility. 1 Peter 5:5 instructs, "...All of you, clothe yourselves with humility toward one another, because, 'God opposes the proud but gives grace to the humble.'" Pride can cause some big problems within a team. In a group or team setting, we'll come across ideas that differ from our own, and we can use those opportunities to learn and to see the situations from the perspective of another. We may come to realize that we are not always right.

It is important to hold your role in ministry "with a loose hand," giving God and those you serve under the ability to use your gifts as they best serve our church. (Hebrews 13:17 "Obey your leaders and submit to their authority. They keep watch over you as men who must give an

account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”) The fact is, in a worship team, each member needs to serve one another. When we are serving, we are loving and building unity within the group. “Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace” (Ephesians 4:3 NLT). There needs to be mutual respect and love among the members. There should be no member who is spotlighted above the rest, but we should all have the attitude that everyone has their place, and no one else could fill it like they could. Often the Worship Team Leader will primarily lead the songs vocally. It’s not that their gift is any greater than any other team member; however, they are the leader of the team and generally the one who the congregation looks to for leadership during worship; for this reason alone, they may seem to have a spotlight when they are merely serving God. We must all humbly submit our gifts to God with a loose hand. Only God knows our hearts.

Your Involvement is Ministry

Remember that whether you participate in the Worship Ministry Team as a musician, singer, or technician ... it is your ministry. You are there to serve others and minister to them. It is the task of the Worship Ministry Team to make it easy for them to get into a mode of worship. A crucial aspect of leading worship through music or the technical arts is that it is an act of service. We are serving those that we are leading, giving them an outlet for their worship.

Group Rehearsals

Remember, the mid-week rehearsal is the time when you sharpen your sound and technical cues for the glory of God. It is a group rehearsal apart from our personal rehearsal time and learning of songs. You are expected to listen to the song samples online and be able to capture the musical style (or recognize song cues for techs). Then we can come together to bring all our individual roles together in a group rehearsal.

Make sure you are ready to work as a team, have fun, and most of all, use the practice time as an act of worship. Psalm 33:3 says, “Sing to him a new song; play skillfully, and sing with joy” (NIV). We are to be joyful in our worship, but at the same time, play skillfully, because God deserves our best. Rehearsal is the time when we can practice both.

In Our Weekly Gatherings

Worship is not about us; it is about God. In worship, the congregation will feed off of you. So make sure that your heart is focused on God. It will show through to the listeners, and if you are passionately worshiping, it can inspire them to do so as well. It goes the other way, too. If you look dead and show no emotion at all, it could de-energize the congregation. Our weekly gatherings are

the culmination of our expression of worship. Above all, make sure this is the time where you are completely submissive to God and the moving of the Holy Spirit. Some times, you may have something planned out from rehearsal, but the Holy Spirit might spur the leader to play that bridge one more time at the end of a song or to just vamp on a chord progression for a while, creating a contemplative atmosphere. Be flexible and allow room for the Spirit to work in your heart and the hearts of the people in the congregation.

Online Serving Schedule

We utilize an online serving schedule so that all team members can view the times their team is scheduled to serve. The online form is updated regularly by the Vineyard Staff and Ministry Overseers.

[Here is the online link to our Serving Schedule](https://docs.google.com/spreadsheets/ccc?key=0AvsmDN1WDZ-4dDjlc0h0RDRZekJMQ3hmZDFFQnNzWVE&usp=sharing#gid=0)

<https://docs.google.com/spreadsheets/ccc?key=0AvsmDN1WDZ-4dDjlc0h0RDRZekJMQ3hmZDFFQnNzWVE&usp=sharing#gid=0>

CCB - Church Community Builder

We also utilize an online software for church organization called Church Community Builder (CCB for short). This online tool contains all members information at the Vineyard Church and, also, has 'groups' built into it. There are separate groups for 'Worship', 'Audio Team' and 'Visuals Team'.

Once you have a log-in for CCB (contact the church office if you have any questions about logging-in), you can send emails to other team leaders and members through this software. CCB is also where you would go to ask for a substitute (or switch serving times) if you cannot make your scheduled time to serve at church.

[Here is the online link to our Community Church Builder \(CCB\)](https://yourvineyardchurch.ccbchurch.com/login.php)

<https://yourvineyardchurch.ccbchurch.com/login.php>

[Online Training Videos for CCB can be found here](http://support.churchcommunitybuilder.com/customer/portal/articles/545232)

<http://support.churchcommunitybuilder.com/customer/portal/articles/545232>

Final Thoughts

Every one of us was created to worship our Everlasting God. Through the songs that we sing, the actions of our hands, the sacrifice we make as we turn our lives over to Him, our very lives become an offering to our King. Worship is how we connect with our Creator and give Him back all of the honor that is due to Him. What an honor and privilege it is to be able to facilitate part of that worship for people!

Worship Ministry Team Covenant

Our mission is to create an atmosphere in which people can be led by the Holy Spirit into an encounter with God.

“Glorify the Lord with me; let us exalt His name together.” - Psalm 34:3 NIV

As a member of the worship ministry at the Des Moines Vineyard Church, I commit myself to the following values and guidelines.

- * I am committed to this particular church body, its mission, its leaders, and to the worship values we hold dear in our community.
- * I commit myself to spiritual growth and maturity. As a follower of Christ, I am determined to run the race set before me and to pursue the Son of God with passion and devotion.
- * I am committed to musical growth. This means I intend to develop my vocal and/or instrumental talents through both individual and team practice.
- * I am open to attending seminars/workshops in order to learn and enhance my abilities.
- * I will demonstrate respect to my teammates by coming to scheduled rehearsals prepared and on time. I will communicate with the worship leader if for some reason I am unable to attend and will try to find a replacement for myself (via CCB), giving as much notice to the worship leader as possible.
- * I will do my best to come to services spiritually prepared in order to be effective in leading others in worship. This includes praying for the services and asking God to prepare my heart for ministry.
- * I commit myself to valuing every member on the team. I desire to serve in humility making every effort to keep the unity of the Spirit by looking out for the best interest and well being of others on the team. I will seek to resolve conflicts with other team members so as to prevent the enemy from getting a foothold. (for a guide on resolution, read Mathew 18:15-20)
- * I will serve “behind the scenes” whenever able (set up, clean-up, making copies, etc...). * I will welcome in and help mentor new team members.

Signature: _____

Date: _____

'May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.' - Romans 15:5,6 NIV

'Do nothing out of selfish ambition or conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.' - Phil. 2:3,4 NIV

Worship Ministry Information and Commitment Form

Contact Information: Please print clearly and fill out the following information for your interview.

Name: _____

Mailing Address/City/Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Other Phone: (____) _____

Email: _____

Alt Email: _____

Do you have weekly access to the Internet & email to check Worship Team updates?

(circle one) Yes No

Why would you like to be involved in the Worship Arts Ministry and/or Worship Team?

Have you made a decision to receive Jesus Christ as your personal savior?

(circle one) Yes No

If yes, how long have you been a Christian? (Give a brief description of your relationship with Jesus Christ)

Are you currently involved with a small-group?

(circle one) Yes No

How long have you been attending the Vineyard? _____

Are you currently serving in any other areas of ministry here? (If so, please list:)

Vocalists

What vocal part do you sing? _____ Check if Unsure _____

Do you read music? (circle one) Yes No

Can you sing by ear? (circle one) Yes No

Can you pick out harmony part by ear? (circle one) Yes No

What style(s) of music do you have experience singing? (worship, jazz, rock, etc.) Please list

Musicians

What instrument(s) are you interested in playing for the Worship Team?

Do you read music? (circle one) Yes No

Can you play by chord charts/lead sheets? (circle one) Yes No

What style(s) of music do you have experience playing? (worship, jazz, rock, etc.). Please list

Audio Technicians

Do you have experience operating a sound console? (circle one) Yes No

If 'Yes' how much experience? _____

Are you willing to make it to mid-week practices if asked? (circle one) Yes No

Visual Technicians

Are you comfortable working with the Mac OS? (circle one) Yes No

Are you willing to take the time to learn Pro-Presenter? (circle one) Yes No

Are you willing to make it to mid-week practices if asked? (circle one) Yes No

Everyone

What musical, technical, or arts experience have you had? (professional, church, school, garage band, other)

Vineyard Worship Ministry Commitment Statement:

If you have questions regarding any of the Worship Ministry Member Handbook, please first discuss them with the Worship Director. Otherwise, please read and sign below.

I have read through the Worship Ministry Member Handbook and I understand that by participating in the Worship Ministry Team, it is implied that I meet the requirements for Worship Ministry participants, agree with the vision and purpose of the Worship Ministry, and agree with the ongoing expectations for Worship Ministry participants as outlined in the handbook.

Signature: _____

Date: _____