



*Worship Ministry*  
— HANDBOOK —

# **Worship Ministry Handbook**

## **Fellowship Bible Church**

### **Oskaloosa, Iowa**

We are pleased that you are interested in the Worship Ministry here at Fellowship Bible Church (FBC)! We believe that worship is one of the primary responsibilities of a believer in Jesus Christ. Therefore, we treat God's requirement to worship Him as a priority in our lives. Corporate worship plays an important role in furthering that worship by expressing God's glory in this world and in anticipation of perfected worship in the age to come.

### **Why Do People Get Involved in Worship Ministry?**

People at FBC get involved for a variety of reasons. Some get involved because they are skilled musicians or have been blessed as gifted vocalists. It seems like the natural place to minister. Others have a desire and passion to serve or are spiritually gifted in worship. We believe that the basis for involvement should start with a sense of God's calling. Do you believe God wants you to be involved in the Worship Ministry at FBC? Once you have answered that question, then any spiritual giftedness, natural talents, and developed abilities will help clarify your role in the Worship Ministry.

### **How Does the Worship Ministry Approach Worship?**

The Worship Ministry at Fellowship Bible Church seeks a balanced approach. We care about both the spiritual development of the ministry participants as well as the musical gifts, talents and abilities they contribute. In order to lead others to worship; there must first be an established, healthy, worshipful relationship in place with God. Therefore, the expectations we have for our Worship Ministry members are clearly communicated in this handbook. If you decide to pursue involvement in this ministry, please be willing to abide by the standards put forth in this manual.

### **FBC's Mission and Worship Ministry Vision and Values**

FBC's Mission Statement is the reason our church exists, and the worship ministry is guided by that purpose:

"Together, one passionate pursuit: to know Him and make Him known."

Beneath that mission, is a vision statement which is the long-term desired change resulting specifically from the ministry's work. Our Worship Ministry's vision comes from John 4:23:

“To foster worship leaders that direct us toward God in Spirit and truth.”

The Lord desires His people to be focused on Him, experiencing Him, and responding to Him. He wants us to engage with Him, and we should come to worship with our hearts expectant and ready to meet with God. This gets into our ministry’s values which are the core beliefs that help us to identify and connect with God and the members of His church. These remind us of what to uphold and what our ministry stands for. As a worship team we...

1. Understand our identity and hope is in Christ before we lead others to worship
2. Worship (Obey) God by reading and applying His word to our lives
3. Confidently lead believers to genuine corporate worship by preparing for and having faith that the Holy Spirit will help us commune with God
4. Reflect the heart language of our church by creating a culture of humble evaluation
5. Teach believers how to worship by presenting the Truth and capturing fresh expressions that are relevant
6. Joyfully serve God and His church by being reliable and committed in any and all positions
7. Play music skillfully, fearlessly and unselfishly as a team (not as individuals in a group)
8. Maintain a sanctuary in which people can comfortably express emotions they feel when they meet with God

This mission, vision and values will be used to (1) foster relevant, biblical, Spirit-led worship within the worship ministry and congregation, while (2) supporting the overall direction and vision of the church leadership. This includes the goals of worship, outreach, discipleship, fellowship and ministry.

Helpful questions to ask when ministry decisions are to be made are:

- *What is the Lord’s will?*
- *What are the perceived and actual needs?*
- *What is the most effective way to meet those needs?*
- *How does this match up with our mission, vision and values?*

## **Biblical Principles in Our Approach to Worship**

As music is only a tool in worshipping the Lord, we can conclude that if we violate biblical principles, music can be destructive and divisive. We must be committed, prepared, orderly, and skilled to avoid obstacles and stumbling blocks in our worship and fellowship. Examine the following principles:

**MAKE AN OFFERING:** Worship is an offering to the Lord and our sacrifice of worship should be the best we can offer. Such an offering requires commitment, preparation, and order. (1 Peter 2:5 *"You also are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ."* 1 Corinthians 14:33 *"For God is not a God of disorder but of peace."*)

**BE RELEVANT:** Paul writes of the importance of relevance in the church when he wrote, *"...I have become all things to all men so that by all possible means I might save some."* (1 Corinthians 9:22). We don't want to be responsible in causing others to stumble by insisting on man's traditions as in Mark 7:7-8, *"They worship me in vain... You have let go of the commands of God and are holding on to the traditions of men."* Therefore, our worship should be relevant to today's Christian and an example to today's non-Christian. (See Isaiah 29:13)

**SING TO HIM A NEW SONG:** Psalm 33:3, *"Sing to Him a new song; play skillfully, and shout for joy,"* reminds us that our worship is to be fresh. We are not to fall into a non-thinking habit, letting our worship become stagnant. Therefore, we will introduce both new music and sing songs we already know in order to create a blended worship style. Each individual has a different, unique way in which they best express their worship to God.

**DEVELOP A DEEPER UNDERSTANDING OF WORSHIP:** It is our desire in the Worship Ministry for participants to grow and unify as a team in the understanding and biblical principles of worship. Developing our understanding of biblical worship will help us be the kind of worshippers God desires. (John 4:23 *"Yet a time is coming and has now come when the true worshippers will worship the Father in spirit and truth, for they are the kind of worshippers the Father seeks."*)

**FOSTER POSITIVE ATTITUDES:** The Worship Ministry is a place where we can be vulnerable as we give all we are to the Lord as evidenced in Romans 12:1: *"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God-this is your spiritual act of worship."* So we must always seek humility and give praise to Him who enables us. 1 Peter 5:5 teaches *"All of you, clothe yourselves with humility toward one another, because, 'God opposes the proud but gives grace to the humble.'"* Because those involved in the Worship Ministry possess different levels of musical expertise and skill, it is important to always foster an atmosphere of positive attitudes whenever we gather. (Romans

12:10 *"Be devoted to one another in brotherly love. Honor one another above yourselves."*)

**GROWTH AND ENCOURAGEMENT:** As you grow in your skills, spiritual walk, and ministry (individually and as a team), expect to be encouraged and encourage others in new ways and ministry areas. (*Hebrews 10:24 "And let us consider how we may spur one another on toward love and good deeds."*)

**BE ACCOUNTABLE AS AN EXAMPLE:** Each person involved in the Worship Ministry is responsibly accountable. This is one of the main reasons we have developed guidelines to be accountable to God and the body of Christ. Others look to the lives and behavior of those serving as examples. Therefore, we have established specific qualifications and guidelines for participation in the Worship Ministry.

### **What Worship Opportunities Exist?**

The worship ministry will facilitate worship each week using a Worship Team composed of instrumentalists and vocalists. There will be weekly mid-week rehearsals along with rehearsals on Sunday mornings. Throughout the year there may also be special services namely Easter and Christmas services or worship nights for additional opportunities.

### **How Do I Join the Worship Team?**

**WORSHIP MINISTRY INTERVIEW:** In addition to reviewing this handbook, you will need to participate in a Worship Ministry Interview with the Worship Deacon and/or Pastor, if you have not already done so. During the interview your testimony, spiritual gifts and talents will be discussed, and the biblical foundations of the Worship Ministry's principles will be reviewed.

Prior to the interview, please complete the Worship Ministry Interview Questionnaire that asks some basic information about yourself. It will also be helpful for instrumentalists and vocalists to demonstrate their abilities during the interview.

Along with God's leading, the information gathered from the interview and questionnaire enables the Worship Leadership to determine how participants may serve in the Worship Ministry.

**SONG SELECTION AND USE OF VOCALISTS/INSTRUMENTALISTS:** At FBC, we have a blended style of worship. The songs that are selected for the service include songs from various genres and generations. It is imperative that

the songs chosen have biblical lyrics and principles and are God-glorifying. Typically the songs are chosen weekly. Worship teams are usually on a bi-weekly rotation, but are subject to change due to availability. These are emailed out to the worship teams on the week of their service.

### **What Qualifications Must I Possess to Join the Worship Team?**

In any area we use our God-given gifts and abilities, there can be defined a number of characteristics that will help us excel under that particular role in the Body of Christ. The following characteristics could be considered qualifications that we look for in Worship Team members. You may possess these qualifications in varying degrees, but we ask you to closely examine yourself to see if the Worship Ministry is the appropriate area in which to use your gifts. Consider Romans 12:4-5 *"Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body."* And 1 Corinthians 12:18, *"But in fact God has arranged the parts in the body, every one of them, just as He wanted them to be."*

**DEMONSTRATED INVOLVEMENT AND SUPPORT:** Those involved in the Worship Ministry should be faithful participants in the life of this congregation demonstrated by attendance and involvement, regularly attending Sunday morning worship services and serving in other ministry areas as the Lord leads. (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."*) We further encourage you to consider membership with Fellowship Bible Church if you are not already a member.

It is important to be flexible and have the ability to cooperate with others, serving for the greater good of the church, sensitive to the will of God, and supportive of the FBC community and leadership. (Ephesians 4:3 *"Make every effort to keep the unity of the Spirit through the bond of peace."*) This means demonstrating a willingness to serve and submitting to the leadership God has set in place at FBC.

**A LEVEL OF SPIRITUAL MATURITY:** A Worship Team member, with the guidance of the Holy Spirit, leads the congregation in worship of God. Therefore, he/she is a Christian example, accountable to others as they look at your life and behavior.

To serve on the Worship Team, it is imperative that you have accepted Jesus Christ as your personal Lord and Savior (John 1:12, *"Yet to all who received Him, to those who believed in His name, He gave the right to become children of God."*)

**MUSICAL OR TECHNICAL ABILITY:** As a Worship Team instrumentalist or vocalist, you need to have the basic skills to follow a service order. It is also important that you are comfortable with being seen and heard as you contribute to leading worship. Consider the following basic abilities:

**INSTRUMENTALISTS NEED TO BE ABLE TO:**

- Perform well with others
- Learn new material quickly
- Demonstrate suitable ability on an instrument
- Play from sheet music, chord sheets, or by ear

**VOCALISTS NEED TO BE ABLE TO:**

- Perform well with others
- Learn new material quickly
- Demonstrate suitable range, ability to blend, and accurate pitch
- Sing from sheet music, chord sheets, or by ear

**AVAILABILITY AND SUPPORT OF FAMILY:** Involvement in this ministry should take high priority in your life without detriment to family, school, and work. It is also important that your family is supportive concerning your role on the Worship Team and willing to accept the necessary time commitment.

**WORSHIP TEAM LEADER:** In addition to meeting the qualifications above for being in a worship team, a worship team leader must be a member of Fellowship Bible Church. He or she must be a reliable and competent individual because he or she is responsible for ensuring that all aspects of a worship service run as smoothly as possible. While some aspects of a worship service are out of the control of the leader, the worship leader must make all attempts to ensure that there are sufficient vocalists on stage, instrumentalists to strongly lead worship, and there are operators for the sound and computer media stations.

**WORSHIP LEADERSHIP COMMITTEE MEMBER:** The worship leadership committee, chaired by the worship deacon, meets on a monthly basis to discuss issues relating to worship plans for future events. A member of the worship leadership committee must also be a member of Fellowship Bible Church.

### **Guidelines for Worship Team Involvement**

As previously mentioned, this is a ministry where others look to our lives and behavior as examples. Everyone up front has a part in leading worship, and is therefore responsible and accountable for their actions. In addition to the qualifying characteristics previously outlined, consider the following guidelines

for ongoing involvement with the Worship Team (*1 Corinthians 4:2, "Now it is required that those who have been given a trust must prove faithful."*)

**SPIRITUAL PREPARATION FOR MINISTRY:** The worship ministry is seeking "true worshippers" as described in John 4:23-24. This means preparing your heart for worship. Our spiritual preparation has a direct effect on our effectiveness as a worship and music ministry team. Preparation also means coming to rehearsal and services ready not only to sing, play music, or work the equipment, but to worship the King and minister to His people. It cannot be emphasized enough that worship, not music, is our first priority.

**MUSICAL AND TECHNICAL EXCELLENCE:** Recognize that God isn't looking for perfection, but excellence. Our Worship Team will pursue God's best through excellence in everything we do. We will strive to honor Him through a "whatever it takes" work ethic as in 1 Corinthians 9:24-27 "...Run in such a way as to get the prize..."

It is important that we work at our music and technical abilities to become the very best we can be. (*Colossians 3:23-24 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."*) This can mean individual practice as well as with the team. Folders can be picked up in the office to practice at home. Remember that the team will only be as proficient as the individuals that make it up.

**SPIRIT OF COOPERATION:** Worship team members must have a cooperative spirit. Remember Colossians 3:12-13: "*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another.*" Encourage and support members of the team and those with whom you serve. We should build one another up and eliminate any words or actions that are not constructive to our team.

In Worship Ministry, there is always the temptation of "the lure of the stage." Each team shouldn't be seen as just a collection of separate musicians, but as a single unit with a single purpose. It is important to maintain a teachable spirit, open to insight and constructive criticism. Our heart attitude should be to enhance the team as a whole.

This includes maintaining an attitude of positive encouragement and embracing the overall direction and vision of the church as revealed to church leadership. We are to submit to each other and to our leadership, out of respect for each other as fellow brothers and sisters in Christ. (*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.”)*

**SPIRITUAL GROWTH:** As a Christian example, it is important to engage in a commitment to continual maturity in your spiritual walk through growing in the grace and knowledge of the Lord. A person can nurture his/her growth through the Word, prayer, faith, evangelism, discipleship and fellowship.

**CHRISTIAN WITNESS AND EXAMPLE:** Our aim should be to publicly confess Jesus Christ as our personal Lord and Savior. Be an example for believers in conversation, in love, in spirit, in faith and in purity. This involves a commitment to being a witness inside and outside the church in your attitude, appearance, and behavior.

So, at any time during your Worship Team involvement, should you feel that your personal life is not reflecting what our ministry and church is about or what Christ would have, we ask that you voluntarily step down and pull yourself from the Worship Ministry. We also encourage you to seek council with a pastor in working to restore your relationship with Christ, the Worship Ministry, and the church body.

### **Expectations for Sound System Operator**

Operation of the sound system is a serious ministry and the person who works with the sound must take it seriously. The sound operator should be a dependable person who has a servant’s heart, willing to cooperate and take directions, not touchy or easily offended. He or she should be a person with a good ear, attention span, and instinctive in working with sound mixing. They should be well trained and knowledgeable with the overall sound operation, as well as familiar with its technical abilities and limitations.

Operation of the sound system has to be rehearsed, just as singers and musicians do. The operator should be present for all rehearsals of the choir, orchestra, drama group, or similar events. He or she should make a chart of channel volumes and adjustments which sound best in rehearsals so that they can be easily duplicated during a performance. If there is no formal rehearsal for a vocalist or preacher, a “sound-check” must always be conducted sometime prior to a service, in which all mics and equipment are tested, and all sound levels are adjusted and verified. Excessive guesswork and “flying by the seat of your pants” during the service can produce many embarrassing errors which can devastate the sensitive mood of a congregation or hinder their reception of ministry.

As it seems to be in most other aspects of a church, there is a diversity of opinions about how the sound system should be operated. You will discover that

when the volume level is satisfactory for most, there will still be some who cannot hear well and others who will think it's too loud. Unfortunately, a sound operator cannot always accommodate every hearing sensitivity. All he can do is try to gauge the volume to an acceptable level for the average listener. A sound operator should have a "few" selected spotters in the audience that can help them gauge volume levels from different locations, but they should avoid being manipulated by the numerous diverse opinions.

Frequently, demands are placed on a sound system which cannot always be delivered. All sound systems have their particular limitations. A sound operator should be able to know and define them to performers and congregation, and should be able to give advice on how to maximize their performance with a given system. Consequently, it would be helpful for people to also be willing to try to understand the limitations of a system and accept that an operator cannot always perform miracles. The sound operator is often the target of undeserved criticism because of the limitations of what he has to work with.

### **Expectations for Computer Media Operator**

Like the sound system operator, the computer media operator (Powerpoint operator) position is a vital ministry that should be taken seriously. The computer media operator should be a dependable person who has a servant's heart, willing to cooperate and take directions, not touchy or easily offended. Not everyone has a natural tendency towards computers and technology. The computer media operator does not need to be a computer guru; however, the operator must be willing to learn what is needed to skillfully run the system. If the sound and computer media operators do their jobs right, no one will notice their presence. However, if something goes wrong with the sound system or computer, everyone will know.

The computer media operator must make every effort to attend rehearsals in order to operate the computer. Typically the worship lyric slides are prepared before Thursday practice; however, it is the operators' responsibility to check the slides to make sure that all the slides & words are in order. In addition to running the worship lyric slides, the computer media operator needs to be aware of all other slideshows, videos or other media that will be presented on a Sunday morning. The computer operator must make every effort to test additional media to make sure everything is working. Occasionally the computer operator is given a video or slideshow right before the service. Playing additional media items on such short notice should be an exception to common practice; not the norm.

### **Worship Ministry Details**

WEEKLY REHEARSAL ATTENDANCE: It is vital that Worship Team members be faithful and punctual in their attendance of rehearsals, services, and other events for which they are scheduled. If you are not able to make a rehearsal or be there for the worship service, please inform the Church Office and/or Worship Leader for the week as soon as possible so that other arrangements can be made. Participants are strongly encouraged to find replacements for themselves.

Additionally, you will generally not be able to participate in the Sunday service if you cannot make the mid-week rehearsal unless arrangements have been made beforehand.

REHEARSAL TIMES:

**Thursday Evening Rehearsals:**

- Non-Choir Season: 6:30 pm
- Adjustable based on the schedules of the worship team members
- Worship leader's decision to change or not through church office

**Sunday Morning Rehearsals:**

- 8:00am – 9:00am

DRESS CODE: As mentioned before, we have an example to set. Our dress can be casual, but it should be modest and presentable. Remember this tip when making decisions: "If you are unsure if it is acceptable, you probably shouldn't wear it."

Examples That Are Acceptable:

Dresses  
Pants  
Dockers/Slacks  
Nice Colored Jeans  
Knit, Button-Up or Polo Shirts

NOT Acceptable:

Tube tops or strapless/low-cut tops  
Excessively tight clothing  
Excessively worn, torn, or casual clothing  
Exposed belly buttons or midriffs  
Short dresses/skirts (seated instrumentalists need to pay attention to this)  
Sports apparel or advertising for a Sports Team

**WORSHIP DEACON CONTACT INFO:**

If you have any questions regarding this handbook, content not in this handbook, or the worship ministry in general they should be directed to the worship deacon.

**Mike Broerman:**

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**Thank you for reviewing this handbook and for your expressed interest in the worship ministry!**

**Key Sources:**

1. Christian Fellowship Church Worship Ministry Handbook; Ashburn, VA
2. Kauflin, Bob. *Worship Matters*. Illinois: Crossway, 2008. Print.
3. Understanding Church Sound Systems; Robbins, Dr. Dale A., Victorious Publications