

***Radford***  
***Worship Center***  
**Music Ministry**  
**Handbook**

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# Meet your leadership team...

*The eyes of the Lord search the whole earth in order to strengthen those whose hearts are fully committed to Him.*

**2 Chronicles 16:9**

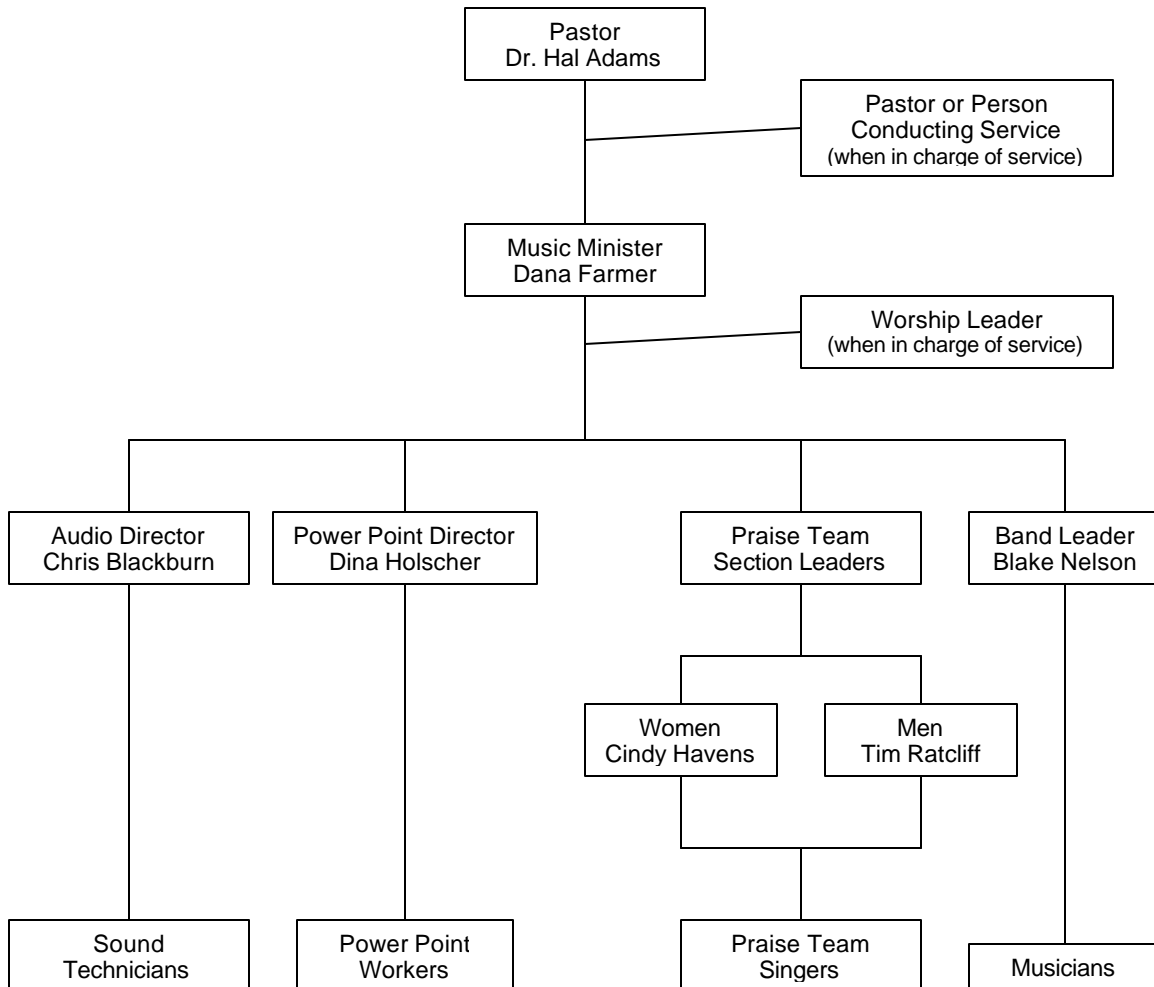
Dana Farmer

Chris Blackburn  
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Cindy Havens  
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Music Minister

Audio Director  
Band Coordinator  
Praise Team Leader - women  
Praise Team Leader – men

## Flow of Divine Order and Authority



## OUR STATEMENT OF VISION

Corporate praise and worship is more than a preliminary to preaching. It is not a part of a program or a ritual. It is not a performance or a showcase of musical talent. We are to be a living, breathing army of worshippers who tear down strongholds through our demonstration of praise every week at Radford Worship Center. Praise is declaring to the principalities, powers, and rulers of darkness what God has done, is doing, and will do.<sup>1</sup> We are called to demonstrate what Jesus carried out at Calvary,<sup>2</sup> a demonstration that is manifested by the words we speak and by our obedience to God's Word.<sup>3</sup> Praise creates an atmosphere where faith can be fueled. Faith creates an atmosphere of expectancy where miracles can happen. Miracles then glorify God!

Corporate Worship is more than a soft, pretty song or melody. It is our responsibility to lead God's people into His manifested presence, educating them not only on how to get into God's presence but also on how to make worship their lifestyle. Worship is a lifestyle response to a holy, omnipotent God. If praise is declaring what God has done, is doing, or will do, then worship is declaring (and living) who God is. If we do not know who God is, we cannot worship Him in spirit and truth.<sup>4</sup> Our corporate worship should be a natural extension of the relationship we have with God when we are alone. When we join together in one accord to worship the Lord as the singers and musicians did in II Chronicles 5:13 – 14,<sup>5</sup> we believe that the tangible presence of Almighty God will fill the sanctuary resulting in changed, transformed, and renewed lives.

When taking the above into consideration, we, the music ministry of this church, have an awesome responsibility: we are worship leaders. Though we seek technical skill, we are to be wholly dependent on the anointing of the Holy Spirit for every note we play, operating in excellence and anointing at the same time. The expressions on our faces and the enthusiasm we show will inspire the congregation to begin to praise God and to enter into an expression of worship and a demonstration of praise. When the Body of Christ begins to worship and praise in one accord, the Lord can move in a mighty way, often manifesting Himself in healing, deliverance and salvation.

We are a music ministry that believes in the power and presence of the Holy Spirit. We accept the mantle and responsibility the Lord has placed on us to be examples of Pentecostal believers not only in music, but by our actions, attitudes and appearance.

It is the desire of this ministry team to be used of the Lord to sing His praises, to minister under the power of the Spirit of God, and to witness His touch and change in the lives of those to whom we minister as we press on to **pastor our community and evangelize the world!**

*Where there is no revelation (vision),  
the people cast off restraint;  
but blessed is he who keeps the law.  
**Proverbs 29:18***

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<sup>1</sup> Ephesians 6:12 – “This is not a wrestling match against a human opponent. We are wrestling with rulers, authorities, the powers who govern this world of darkness, and spiritual forces that control evil in the heavenly world.”

<sup>2</sup> 1 John 3:8 – “...The reason that the Son of God appeared was to destroy what the devil does.”

<sup>3</sup> Proverbs 18:21 – “The tongue has the power of life and death...”

<sup>4</sup> 1 Samuel 15:22 – “Is the LORD as delighted with burnt offerings and sacrifices as He would be with your obedience? To follow instructions is better than to sacrifice. To obey is better than sacrificing the fat of rams.”

<sup>5</sup> John 4:24 – “God is spirit. Those who worship Him must worship in spirit and truth.”

<sup>5</sup> II Chronicles 5:13 – 14 – “...the trumpeters and singers praised and thanked the LORD in unison. Accompanied by trumpets, cymbals, and other musical instruments, they sang in praise to the LORD: ‘He is good; His mercy endures forever.’ Then the LORD’s temple was filled with a cloud. The priests couldn’t serve because of the cloud. The LORD’s glory filled God’s temple.”

## OUR OBJECTIVES

- 1) Lift up the name of Jesus.
- 2) Come to service filled with God's Spirit and power, ready to pour out of your spirit praise, the river of His Spirit, and sacrifice.<sup>6</sup>
- 3) Stand in the gap of hopelessness and pain by declaring what God has done, is doing, and will do to the enemy.
- 4) Prepare the ground of men's hearts for the seed of the Word. Our praise is the plow that breaks the hard, calloused ground of religion, sin, and rebellion.<sup>7</sup>
- 5) Lead people into the life-changing presence of God through our example of worship and praise.
- 6) Create a place for people to express and invest their gifts in the Body of Christ.
- 7) Commit ourselves to excellence, prayer, and unity in everything we do.
- 8) Most importantly, it is our responsibility to live a life of worship before God as Romans 12:1 declares: "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."

## What is the Radford Worship Center Music Ministry?

The music ministry at Radford Worship Center is a ministry of worship expressed through the arts. It houses the Radford Worship Center Praise Team, Band, Power Point and Audio Team. Together, as creative and technical people of God, our mission is to create a place for God to dwell. The Bible says that God inhabits, or lives in, our praises. So as we lift Him up, He comes into our presence and draws all unto Himself.

Worship is more than a "thought" of praise; it requires active participation. The expressions on our faces and the passion with which we worship extend to the congregation and inspire them to participate with their own expressions of praise and worship to the Lord. When the Body begins to worship corporately, we experience God's power to heal, deliver, and move people toward salvation and their ultimate destiny in Christ.

When taking the above into consideration, we, the Music Ministry members of Radford Worship Center, have an awesome responsibility. We are more than "look good, sound good" performers; we are worship leaders with a mission to create an atmosphere that God will inhabit. It is our responsibility to take the congregation on a musical journey into intimacy with Jesus. We literally paint pictures of God with our gifts and put *Him* on display as the main event...so that all may know Him for Who He is, in all of His glory!

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<sup>6</sup> Acts 2:17 – "In the last days, God says, 'I will pour my Spirit on everyone. Your sons and daughters will speak what God has revealed...'"

<sup>7</sup> Hosea 10:11-12 – "Judah must plow. Jacob must break up the ground. Break new ground. Plant righteousness, and harvest the fruit that your loyalty will produce for Me.' It's time to seek the LORD! When He comes, He will rain righteousness on you."

## **Who is the Praise Team?**

The Praise Team are appointed teams of skillful singers chosen through audition and interview. The Praise Team stands on the front line, leading the congregation in worship. Prerequisites to audition are: 1) at least 90 days in the ensemble with good attendance and strong commitment 2) expressive stage presentation 3) advanced vocal skills 4) vocal and physical endurance.

## **Who is the Band?**

The Band is a group of talented musicians, who through skill and sensitivity to the Holy Spirit play one of the greatest roles in setting the atmosphere of Praise and Worship in the house.

## **What is the Audio Team?**

The audio team may play the most important role of all in our efforts to make God a home here at Radford Worship Center. The skilled personnel, coupled with quality equipment, give the music ministry a voice. The sound produced from this house is heard by the New River Valley and beyond because of this team of technical ministers.

## **What is the Power Point Team?**

If the audio team gives the music ministry a voice, the power point team gives the *church body* a voice by giving them the words to sing as they bring their offering of praise and worship to their Lord and King.

# Membership Requirements

## Welcome!

Congratulations, you've passed the audition and are now a Music Ministry member! We welcome you...When you joined the music ministry, you committed to serve with all your heart for at least one full year and we thank God for you!

Please read the ministry Handbook thoroughly before the next rehearsal, so that you understand everything about the Music Ministry at Radford Worship Center, and the general expectations of all its members. During your assessment, you will be given the opportunity to ask questions about the Ministry Handbook to your Team Leader.

## Radford Worship Center Membership

We believe that there is a *blessing* in being in covenant. If you are not a member of Radford Worship Center at the time of entrance into the ministry, our desire is that you become a member during your assessment period. In so doing, you must be committed to the vision and purpose of Radford Worship Center, be born again, water baptized, and Spirit indwelt,<sup>8</sup> and be in agreement with the Radford Worship Center Statement of Faith:

“We believe that the Holy Scriptures are fully inspired of God and accept them as the final authority. We believe in one God, eternally existing in three persons, God the Father, Son and the Holy Spirit. We believe that Jesus was begotten of the Father, conceived by the Holy Spirit, born of the Virgin Mary and is both God and man. We believe that Jesus died as the sin substitute and all who receive Him become children of God. We believe in living a life of character that reflects the born-again experience. We believe that the Holy Spirit indwells all who receive Jesus, and believe in the subsequent empowerment of the Holy Spirit.”

## Tithing

In order to accomplish the vision set before us and see the corporate blessing fall on this house, we expect all Music Ministry members to tithe into this local body.

*“Bring your full tithe...test Me in this and see that if I don't open up Heaven itself to you and pour out blessings beyond your wildest dreams.”*

***Malachi 3:10*** (Message)

## Assessment Period

You have been assigned a “Team Leader” to mentor you. During the first 60 days, your Team Leader will be your primary contact for attendance and evaluation. After the first 30 days, your Team Leader will meet with you to evaluate your progress. At the end of your 60 day assessment period, if all criteria have been met, you will graduate to active status and still be accountable to your Team Leader.

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<sup>8</sup> Acts 2:38 – “Peter answered them, ‘All of you must turn to God and change the way you think and act, and each of you must be baptized in the name of Jesus Christ so that your sins will be forgiven. Then you will receive the Holy Spirit as a gift.’”

## Rehearsals

Mondays are the most critical day for the Music Ministry. It is our preparation for Sunday worship service and all departments\* meet for intense rehearsal. Promptness, attentiveness, and regular attendance are expected and crucially necessary. Come prepared and ready to work in comfortable clothing, with a pencil and music. Lyric sheets, chord charts and CDs for new songs to be rehearsed will be available at each rehearsal. New music should be learned by the individual prior to rehearsal. During rehearsals, the music minister, section leader or band director may note special things to mark (i.e., diction, phrasing, breathing marks, word corrections). **Please bring a three ring binder to keep your music in as it is learned.**

If you have business to take care of before Monday rehearsal (including speaking with Team Leader, purchasing reading materials, tuning, etc.) please arrive with enough time to complete it before prayer and rehearsal begins at 6:00. If this is not possible, you may take care of business after rehearsal is finished. Keep in mind that tardiness and lack of preparation affects the ability of the entire team to minister effectively.

## Continual Discipleship

The platform ministry is the equivalent to the military's front line troops; those sent to the enemies' "front lines" first. As the military requires continual training and sharpening of ones skills/knowledge, each person serving in the Music Ministry is required to participate in at least one form of discipleship at all times. This is accomplished by participating in a corporate Music Ministry Bible/topical study as required by the music minister or you may implement a personal devotion or Bible study. Your leader will keep you supplied with "**Passionate Pursuit**" forms. You are required to fill out this form every quarter (the due dates of the "**Passionate Pursuit**" forms will be on the monthly calendar) to share with us what you are currently studying. *You must include text reference (Bible chapter and verse or book/tape series title) that supports the content of your material.*

In addition to this, each week you will be required to stay throughout one entire worship service, including the preaching of the Word and ministry time. Our goal is to ensure your growth in Christ and a progressing walk with Him.

*"I run (passionately) in the path of Your commands, for You have set my heart free. Teach me, O Lord, to follow Your decrees; then I will keep them to the end. Give me understanding and I will keep Your law and obey it with all my heart. Direct me in the path of Your commands, for there I find delight."*

**Psalm 119:32, 34-35 (NIV)**

## Prayer

We ask that you cover this ministry in your personal prayer time and pray for its leaders on a daily basis. In addition, the entire Music Ministry will pray corporately 10 minutes before each service in the room adjacent to the sanctuary platform. Please make every effort to be on time for prayer, and to receive final instructions for the worship service. We ask that you commit to live a **lifestyle** of worship and make sure that you are personally praying and reading the Bible on a daily basis and fasting as God directs you.

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\* Praise Team, Band, and Audio – not Power Point.

## Financial Commitment

As with any type of club or group, there are financial requirements each Music Ministry member will be responsible for. Please be prepared for the following expenses/supplies:

- Platform Wardrobe  
*You are responsible to match the colors on the wardrobe calendar.*
- Music Minister's recommended reading (2 to 3 books per year)  
*Recommended reading will be available for purchase at rehearsal.*
- Conference Registration (2 to 3 per year)  
*Required registration is generally \$15-\$25 per conference.*
- Social gatherings (2 times per year)  
*Members may be asked to bring a covered dish to share.*
- Appreciation Days  
*We celebrate weddings and new babies. Be prepared to show your support in buying or making a card and blessing with a gift as you feel led.*

*If you are seriously financially unable to meet a Financial Commitment of the Music Ministry, please speak with your Team Leader. They will keep your situation confidential and will work with you on a case-by-case basis. We are believing together that each Music Ministry member will experience financial breakthrough and prosperity through God's provision as a result of tithing and giving.*

## Music Copyrights

It is against praise and worship ministry policy and federal copyright regulations to disseminate the music to other ministries. **DO NOT GIVE THE MUSIC TO OTHER CHURCHES UNLESS YOU ARE WILLING TO PAY THE FINES THAT ACCOMPANY COPYRIGHT VIOLATIONS.**

If you are missing any music, please share with your neighbor for rehearsal, and see the section leader or band director after rehearsal.

## Attendance Guidelines

### Attendance

Monday PM Rehearsal & Prayer – 6:30  
Sunday AM Rehearsal, Sound Check, & Prayer – 8:00  
Sunday AM Service – 10:30

Music Ministry members' attendance will be noted by team leaders. Call time for Sundays is 8:00 am. Members are expected to be in their place ready for sound check at that time with voices warmed or instruments already tuned. ***Failure to arrive by the designated call time may result in an absence if you have not called your Team Leader.***

## **70% Attendance Requirement**

All Music Ministry members are expected to maintain a 70% attendance average, including excused and unexcused absences. You will be notified of your attendance average every two months by your Team Leader. If your average is below 70%, you will have the next attendance period to raise it. This grace period will be extended to each member twice a year. If it becomes apparent that your attendance is prohibiting you from being an active contributor to the Music Ministry, your Team Leader will ask you to take a Leave of Absence until your schedule permits you to attend regularly.

### **An Excused Absence is...**

An absence reported to your Team Leader prior to rehearsal and/or worship service. An excused absence includes work conflicts, illness, death of a loved one, and scheduled vacations. Please remember that Excused Absences still contribute to your attendance percentage.

### **An Unexcused Absence is...**

An absence from a scheduled rehearsal or worship service with failure to contact your Team Leader. All absences and tardies must be reported in advance to your Team Leader. Failure to call two times may result in probation.

### **Rehearsal Absences**

If you missed a Monday rehearsal, whether your absence was excused or unexcused, you will not be able to participate in the following weekend service.

### **Worship Service Absences**

If an unexpected sickness or emergency occurs, it is especially important that you make your calls no later than Saturday at 9:00 pm or by 7:00 am on Sunday morning; otherwise ALL members are required to participate in the worship service. Once again, it is imperative that you call your Team Leader for ALL absences and tardies.

### **Leave of Absence**

If an extended absence from the ministry becomes necessary, it is required that a Leave of Absence Form be obtained from your Team Leader. After we receive the completed form, your leave will be in effect. A Leave of Absence is designed to be no longer than 90 days. If your situation prohibits you from returning within those 90 days, we ask that you resign from this area of ministry. If you decide to return, you may be interviewed and auditioned as a new member.

## Platform Conduct and Dress Code

No gum chewing! Remember that the congregation is watching you and that each Sunday service is filmed. You would be surprised what shows up on camera (both wardrobe issues and “small things” like talking to your neighbor while the congregation is being exhorted or during dedications, etc.)

Please do not bring personal items with you to the platform *unless you've been instructed to do so during a special event.*

Please take everything with you when the worship service is over and you exit the platform (including bulletins, tissues, wrappers, etc.).

Each member should be in a spirit of prayer in readiness for the service. There should be no last minute activity or talking once the band and praise team have entered the platform.

### Men

Please follow the wardrobe calendar. Attire for Sunday should be business casual to dressy. Collared shirts should be worn please. If an opened collar shirt is worn, it is asked that you wear a t-shirt underneath it. No crew neck shirts unless worn with a blazer or sports coat.

Dress pants only (no jeans) during all services unless otherwise notified.

Grooming is so important (shave, shoes shined or well kept and clean, etc.) No sandals. These guidelines also apply to seminar dress unless otherwise notified.

### Women

Please follow the wardrobe calendar. Attire for Sunday should be business casual to dressy. Please make sure that your clothing is modest (not too tight, length of skirt, blouse, etc. should not draw attention to the body).

Dress pants are allowed. Keeping in mind modesty and excellence, all skirts and dresses should be cut below knees.

These guidelines also apply to seminar dress unless otherwise notified.

### Sound technicians and power point

Attire for Sunday should be business casual to dressy. It is not necessary to follow the wardrobe calendar.

NOTE: We represent not only God but the Senior Pastor, Music Minister and Radford Worship Center. Have a spirit of excellence because He is a God of excellence!

**Please do not be offended if you are asked to exit the platform due to failure to follow the dress code. WHEN IN DOUBT, GO THE SAFE ROUTE!**

## 10 Behaviors That Will Not Be Tolerated...

1. Erratic attendance at rehearsals.
2. Habitual tardiness at rehearsals and service sound checks and prayer.
3. Unrelated foolishness and lack of attention during rehearsal.
4. Entering the platform unprepared either musically, spiritually, or with bad attitudes.
5. Ill feelings voiced publicly rather than privately to the appropriate Team Leader, such as immediate dislike to new music, new ideas, or suggestions, etc.
6. Members who are more concerned about displaying their individual talent or satisfying personal interests than working for the good of the entire group.
7. Voicing opinions to others regarding one's disrespect for the Pastor, Music Minister and/or the Music Ministry Leadership.
8. Not paying your tithe.
9. Pursuit of a lifestyle that does not bring glory to God.
10. In general, any action that does not reflect the vision and objectives of the Music Ministry at Radford Worship Center.

## Statement of Commitment

By signing this commitment you have read, understand, and agree to abide by the rules and policies within Radford Worship Center's Music Ministry Handbook. You understand that this ministry is unto God and everything we do is to honor and glorify Him. You understand and commit to working as a team, submitting to one another in love, bearing one another's burdens, and lifting each other up...

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**Name**

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**Date**

**Release - Radford Worship Center**

MUSICIAN/SINGER: \_\_\_\_\_

PHONE: \_\_\_\_\_

The above named MUSICIAN/SINGER does hereby consent to the recording and the broadcast of reproduction(s) of the MUSICIAN/SINGER’s voice and/or image and/or music as part of the above named media ministry (herein referred to as the “Program”).

MUSICIAN/SINGER does hereby acknowledge that Radford Worship Center is the sole owner of all rights in and to the Program, and the recording thereof, for all purposes; and that Radford Worship Center has the right, among other things, to broadcast the Program one or more times over any station or cable system. Any materials relating to the production and broadcast of the Program become property of Radford Worship Center.

MUSICIAN/SINGER understands and agrees to receive no compensation for appearances on and participation in the program.

MUSICIAN/SINGER’s name and likeness may be used in advertising and promotional material for the Program, but not as an endorsement of any product or service.

MUSICIAN/SINGER hereby releases and discharges Radford Worship Center from any and all liability arising out of or in connection with the making, producing, reproducing, processing, exhibiting, distributing, publishing, transmitting by any means or otherwise using the above-mentioned production.

All rights in and to MUSICIAN/SINGER’s performance described herein shall remain with the MUSICIAN/SINGER with the exception of the inclusion of said performance in the Program.

The undersigned MUSICIAN/SINGER hereby certifies and warrants that Artist is over the age of 18 years, has full power, right and authority to enter into this consent and release, has read the same in its entirety and understands all of its terms and provisions. If under the age of 18, MUSICIAN/SINGER’s parent or guardian has consented to execution of this Agreement.

MUSICIAN/SINGER Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* \*

Parent/Guardian Name: \_\_\_\_\_

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