

A black and white photograph of a person standing in a field, silhouetted against a bright sun. The person's right arm is raised high with the hand open. The sun is positioned behind the person's head, creating a strong backlight effect. The background shows a cloudy sky and some grass in the foreground.

**CALVARY CHAPEL
PEARL HARBOR
WORSHIP MINISTRY HANDBOOK**

Revised 10/20/15

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FOREWORD

*Praise the Lord!
Praise God in His sanctuary;
Praise Him in His mighty firmament!
Praise Him for His mighty acts;
Praise Him according to His excellent greatness!
Praise Him with the sound of the trumpet;
Praise Him with the lute and harp!
Praise Him with the timbrel and dance;
Praise Him with stringed instruments and flutes!
Praise Him with loud cymbals;
Praise Him with clashing cymbals!
Let everything that has breath praise the Lord.
Praise the Lord!*

(Psalm 150, NKJV)

We are pleased that you have shown interest in becoming a part of our Worship Ministry! Worship is one of the primary responsibilities, if not the defining characteristic, of a believer in Christ. Therefore, we treat God's requirement to worship Him as a priority in our lives.

Over the years, the Lord has accomplished an awesome work through Calvary Chapel Pearl Harbor. The Worship ministry has grown from simple beginnings of a single guitarist leading worship, to where we now have three separate worship teams comprised of about 25-35 people, using their gifts and talents to bring glory to God, for worship services and other ministry events.

God has called each one of you from various cultural backgrounds, diverse musical preferences, vast ranges of different skill levels and talents, at various levels of spiritual maturity, with different strengths and weaknesses. But all have one thing in common, that is, the calling and desire to offer oneself as a living sacrifice for service. All of us are part of one body, having been called to worship the head of the church, our Lord and Savior Jesus Christ.

The purpose of this handbook is to provide foundational policies and procedures with the intent to standardize processes to efficiently operate and administrate this dynamic ministry. Our intent is to update this handbook as needed, to keep the ministry vital and in accordance with the Lord's leading.

This handbook is being implemented effective immediately. If you have any questions, comments, or recommendations for improving our worship ministry, please do not hesitate to contact our Worship Administrator.

God Bless You,

Pastor Derald
Ephesians 3:20-21

WHAT WORSHIP IS ALL ABOUT

Our Purpose

The primary purpose of any Worship Team is to give glory to God, the Creator of Heaven and Earth. He is worthy of all of our worship. The worship team leader and members have an important responsibility and a unique privilege to assist in creating an atmosphere in which people can be led by the Holy Spirit into the presence of God.

Working as a whole, the Worship Team brings several elements into our services including music, but also reinforcement of the spoken message, scripture readings, drama, visual arts, and media. These are the visible ministering arts aside from our individual worship. This frontline ministry should not be a responsibility that is taken lightly, nor with mediocrity. We desire to give God our very best. 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 (both as a team and individually), and leading worship services with a genuine heart to glorify God.

Our Philosophy of Worship

Music is an essential part of biblical worship as seen in Colossians 3:16. And, although music is a powerful tool, it should never be thought of as the means to an end. Worship is an expression of love and praise towards God that flows out from our very lives, not just in the songs that we sing. We are to live our lives for the glory of God – this is true worship (Rom. 12:1). Unfortunately, many people tend to think that music is the only form of worship there is.

On the contrary, everything we do can be worship. Serving others is worshipful and honoring to God just as Christ came not to be served but to serve (Mk. 10:45). Our worship offered as a Worship Team is not just during worship gatherings. The very acts of submitting ourselves to God, serving others, and multiplying our talents are worship.

ABOUT THE WORSHIP MINISTRY

Why Do People Get Involved In Worship Ministry?

Some people get involved in the Worship Ministry because that is where their abilities lie. They are skilled artists who desire to be used in ministry. Others just 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 in the Worship Ministry? Once that question is addressed, then your spiritual giftedness, natural talents, and developed abilities will help clarify your role in the Worship Ministry.

Discovering Your Call – Are You Called to the Worship Ministry?

The worship ministry is one of the most vital ministries in the local church and should be viewed as a sacred office. Discovering your call begins with a desire to be used by God to impact the church and community around you. To examine your ministry calling, refer to the following four “voices” that 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)

We sometimes don’t use common sense when making decisions. For example, common sense would involve looking at your skills relative to the area of ministry you are interested in.

3) *THE VOICES OF OTHERS* (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 will open 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...*”

What Opportunities Exist Within The Worship Ministry?

Worship Team Leaders, Musicians, Singers, and Technical Artists

The worship ministry facilitates worship each week using a Worship Team comprised of musicians and singers, as well as technical artists (who use their talents for sound reinforcement, lights, and media).

Featured Music

At some services we are blessed to have featured music provided either by the Worship Team, gifted believers from the congregation, or by guest artists. Featured singers and musicians will be asked to sound check before the service on the day of their offering. It is not necessary to be a

Worship Team member to perform special music, but interviews may be required of those who have not already been through the interview process. When informed to do special music you will receive a notice to share on a specific day. You will also receive instructions and guidelines for preparation of your special music. Those *not* on the special music list may also share by contacting and scheduling a time with the Worship Administrator.

Special Choirs & Volunteers

Special choirs may be formed and other volunteers may be asked to participate on special occasions like Christmas and Easter. Rehearsal times will be set based upon volunteer availability.

HOW DO I JOIN THE WORSHIP TEAM?

If you are reading this handbook, then you may have already begun the process of joining the group of musicians, artists, and technicians that make up our Worship Team! The *Worship Ministry Handbook*, the *Worship Ministry Interview*, and *Introductory Periods* are important steps that fit into the process of becoming a Worship Team member. Those desiring to serve as sound, video, lighting, or camera technicians will also need to read and familiarize themselves with the concepts and information in their appropriate materials as well.

Worship Ministry Handbook

This handbook provides you with qualifications with which to examine your self. In addition, it gives you a basic look at how we approach worship, and provides you with the guidelines we follow as we strive for order and excellence in serving and worshipping the Lord.

Worship Ministry Interview

You will also need to undergo an interview with the Worship Administrator. During the interview we will explore your calling, background, and potential 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 Administrator in exploring your spiritual gifts as well as your musical or technical experience and skills.

Your interview will consist of the following:

- A discussion of the *Worship Ministry Handbook*. Please bring your handbook 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(s). Vocalists should prepare one song to

sing without accompaniment. Along with God's leading, the information gathered from the interview enables the Worship Administrator & 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.

Introductory Participation & Hands-on Training

Once you have completed the above-mentioned steps, you will be eligible to begin your initial participation, known as the *Introductory Period*. For sound and video technicians, this marks the beginning of your *Hands-on Training* period.

Introductory Periods

During this time, musicians and singers will attend rehearsals but are asked to refrain from performing with the Worship Team in weekly services. This will allow you to observe the way rehearsals are conducted, quantify how much time and commitment is required, and get to know other members of the Worship Team. At the same time, we can assess your gifts, talents, and commitment in serving the Lord through this ministry.

Hands-on Training

Hands-on training allows the technical artists to *observe* a mentor technician during services for several weeks. When ready, he or she will begin running sound, lights, or media *under supervision* of a mentor technician for several more weeks. It will then be up to the discretion of the *Worship Administrator* and *Technician Mentor* as to whether or not the individual will begin to participate independently during services. Once the Introductory Period is over, you will be placed on a weekly rotation/schedule.

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. You must...

1. Have a personal relationship with Jesus Christ.
2. Demonstrate an honest, authentic desire to live a life that is honoring to Jesus.
3. Regularly attend services at CCPH.
4. 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 and help create an atmosphere for worship for those seeking Christ, one must know Christ to participate. If you do not yet have a personal relationship with Christ, we strongly encourage you to join in a more casual worship environment, or perhaps a cell-group that would permit you to use your musical gifts as you continue to grow spiritually. Please see the Worship Administrator about such opportunities and how you can get involved.

Demonstrate A Life That Is Honoring To God

As stated earlier, the Worship ministry is a frontline ministry – not to be thought of as 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 (Eph. 4:1). 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 *voluntarily step down* and remove yourself from ministry. At the same time, you must know that the Worship Administrator will not hesitate to ask you to step down in such situations. We do this for your benefit as well as that of the congregation which you serve, and encourage you to seek council with a member of the pastoral staff in working to *restore your fellowship* with Christ, the Worship Ministry, and the church body. Our goal is restoration, not condemnation. Please note, *going through tough times does not reflect poorly on Christ; our reflection is shown by how we choose to respond to those challenging times*. One of the greatest things about being a part of any team is the ability to depend on others in times of weakness; when those you depend on *depend on Christ*, there is no obstacle too large to overcome, nor is there any burden too great to bear.

Weekly Church Attendance

You must be a faithful participant in the life of this congregation as demonstrated by the consistency in your attendance and involvement (Heb. 10:24-25). *All worship team members are required to sit in the sanctuary for every service they participate with the exception being Sunday mornings (only one is necessary and it is preferred that you sit with your family)*. As one serving in ministry, you must also support and be in agreement with our *Mission Statement*, which is outlined at the end of this handbook.

Appropriate Musical or Technical Ability and Fit

As a musician 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 skill. The following are some general guidelines:

Musicians need to be able to:

- Work well with others
- Learn new material quickly
- Demonstrate proficiency and style on their instrument
- Demonstrate proficiency in style, range, blend, and pitch (for vocalists)
- Follow chord charts

WORSHIP MINISTRY EXPECTATIONS

To familiarize you with the Worship Ministry, we have listed some of our important responsibilities and expectations, which may be subject to change.

Worship Team Leader

The Worship Team Leader should be gifted in leadership and musical prowess. The worship leader has been delegated authority to:

- Schedule Practices
- Designate assignments and responsibilities for team members
- Provide Specific Administrative Guidance as needed
- Determine Song Selection
- Oversee the team's spiritual and technical development (discipleship)
- Coordinate with Sound Ministry and Projection

Sound Technician

Worship Team Leaders will work closely with the Sound Technicians to obtain the desired sound needed through extensive sound checks, and if needed, procurement of additional equipment when needed. Sound Technicians must be trained and responsive to the preferences required on stage to ensure proper mix of monitors and instruments.

Weekly Rehearsal Attendance

*Worship Team members are required to 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 your Team Leader as soon as possible so that other arrangements can be made (see *Worship Administrator & Worship Leader Contact Information*). Additionally, you will generally not be able to participate in any given service if you are unable to make the rehearsal unless a prior plan has been devised. Excessive absence or tardiness may result in a probationary period or complete removal from team participation.*

Dress Code

The dress code for worship teams is casual, but *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. We do, however, always want to present a ministry that comes across as being professional, yet also accepting and approachable by those feeling called to ministry within our congregation as well as first-time visitors.

Other Considerations & Ongoing Expectations for Worship Team Involvement

In addition to the primary expectations previously outlined for every ministry member, please consider the following:

Submitting To God

Worship leading, to some degree, requires an element of performance. However, the posture and condition of our hearts is what truly matters. As we submit to God the very gifts and talents He has entrusted us with, it is expected that we encourage and lead others into worship while fostering a sense of community among believers. Look to your Worship Team Leader for direction and submit to their leadership. In short, we should be doing publicly what we have been doing privately throughout the week.

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 merely singing the words and playing the notes, it will eventually become obvious 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 simply because *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.

Leading Worship

Worship doesn't start on our own downbeat – we have the privilege to join in on what is already going on in heaven! The Holy Spirit is already at work and we get to be a part of recalibrating people and placing focus back on Him. 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 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 the congregation and us. While it's true that wrong notes, loud instruments, and off-key singers can be a distraction in worship, so can the sound reinforcement, 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 rather adjusted to a point where the mix is balanced and unnoticeable.

Group Dynamics and Your Role

As with any group, being on a Worship Team takes patience, understanding, and most of all, humility. 1 Peter 5:5 says, "...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, 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. This is why 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 (*Heb. 13:17*). 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 (*Eph. 4:3*). There needs to be mutual respect and peace among the members with no favoritism. We must all humbly submit our gifts to God. A great way to build unity is to set aside time together outside of our normal gatherings and rehearsals. So as a group, the Worship Team not only worships God together, but they also meet occasionally for fellowship and training. As we meet together each week for prayer and devotions and as we grow together spiritually, it will show through our ministry.

The Matthew 18 Rule for Reconciliation

At times, conflict will arise. When it does, God has prepared us with the tools we need to face it and see it through positively, efficiently, and in an edifying manner. Read Matthew 18:15-20 and you'll see the steps we are to take to positively resolve conflict. The number of steps to be taken will vary upon the situation.

- a) Tell them in private of the wrong that was perceived
- b) Go again with one or two other worship team members present
- c) Bring it up to the worship pastor to help with resolution

Group Rehearsals

Rehearsals are a time for you to sharpen your sound and technical cues for the glory of God. You are expected to listen to the song samples online and be able to capture the musical style (or recognize song cues for techs) on your own. Then, the group rehearsal is intended to bring everyone (and their individual parts) together to create a more holistic, unified sound. Make sure

you are ready to work as a team, take notes, 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.*” We are to be joyful in our worship, but at the same time, play skillfully, because God deserves our very best. Rehearsal is a time for us to practice both of these things.

Selecting and Introducing New Music

It is important to understand that not every song is suitable for corporate worship. One of the first things to consider is the congregation’s spiritual needs and preferred modes of expression. From there, we sift through the songs by establishing criteria that addresses questions like: Is it singable? Does the music complement the text? Is it theologically sound? Is it logically coherent? Is it God-centered? And is it Gospel-centered? Yes, it is good to enjoy the songs we use in worship, but there will be times where we must sacrifice preference for appropriateness. Typically, we will allow no more than two new songs a month. If you have any song suggestions, please feel free to share them with your Worship Team Leader or the Worship Administrator and join them in prayerfully considering these songs.

Weekly News Via E-mail

Your Worship Team Leader will e-mail all information to you in advance so that you can come prepared to the weekly rehearsals. *Planning Center* is an online application that assists local churches with service programming (and automatic confirmation e-mails). It is scheduled to be implemented into our Worship Ministry by Fall/Winter 2015.

Final Thoughts

Every one of us was created to worship God. Through the songs that we sing, and the sacrifices we make as we turn our lives over to Him, our very lives become an offering to our King. We appreciate your time and interest and recognize the sacrifice you are making in serving the Lord in this way. A lot of time and work goes into preparing for our gatherings each week, and your dedication will reflect a commitment to making each and every gathering a blessing. May you glorify the Lord in all that you do!

RESOURCES

The Mission Statement & Vision of Our Church

To worship God and to love all people by inviting everyone into God's eternal family through a personal relationship with Jesus Christ; caring for them and their needs; helping them discover and fulfill God's purpose for their lives; providing opportunities for Christian fellowship; and, equipping them to share God's love.

Worship Team Covenant

To create an atmosphere in which people can be led by the Holy Spirit into an encounter with God.

As a member of the worship community at Calvary Chapel Pearl Harbor, 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 that 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 rehearsals prepared and on time on the dates I am scheduled. I will communicate with the worship leader if for some reason I am unable to attend and will replace myself if needed, 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, praying for the worship leader and other team members 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.
- * I will serve "behind the scenes" whenever I am able. I will look for opportunities to support

members of the team who are scheduled even when I am not scheduled that particular week.

* I will welcome in and help mentor new team members.

Name: _____ Date: _____

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power forever and ever. Amen. (1 Pet. 4:10-11)

Recommended Reading

Unceasing Worship: Biblical Perspectives on Worship and the Arts, by Harold M. Best

Worship Matters: Leading Others to Encounter the Greatness of God, by Bob Kauflin

Rhythms of Grace: How the Church's Worship Tells the Story of the Gospel, by Mike Cospers

Real Worship: Playground, Battleground, Or Holy Ground?, by Warren Wiersbe

The Heart of the Artist, by Rory Noland

The Ultimate Church Sound Operator's Handbook, by Bill Gibson

Worship Ministry Information & 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: (____)_____ E-mail: _____

Do you have weekly access to the Internet & email to check Worship Team updates? (circle one)
Yes No

Identify your three favorite ways of spending free time (e.g., hobbies, interests, etc.)

Why would you like to be a part of the Worship Ministry? Have you previously served on a worship team? And if so, what was your involvement?

Have you made a decision to receive Jesus Christ as your personal Lord and Savior? (circle one)
Yes No

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

How long have you been attending our church and what service(s) do you regularly attend?

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

VOCALISTS:

What vocal part(s) do you sing? _____
Do you consider your skill level to be Beginner, Intermediate, or Advanced? _____
Do you primarily sing by ear, with written music, or both? _____
Can you sing harmonies? _____
Can you sing and follow along with chord charts/lead sheets? _____
What worship style(s) do you prefer and are most comfortable with playing? (Hymns, '90s/'00s, modern) _____
Do you have a preference on which service(s) to play in? _____

INSTRUMENTALISTS:

What instrument(s) do you play and which ones are you interested in playing for the Worship Team? _____
Do you consider your skill level to be Beginner, Intermediate, or Advanced? _____
Do you primarily play by ear, with written music, or both? _____
Can you play and follow chord charts/lead sheets? _____
What worship style(s) do you prefer and are most comfortable with playing? (Hymns, '90s/'00s, modern) _____
Do you have a preference on which service(s) to play in? _____

Worship Ministry Commitment Statement:

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

Signature: _____

WORSHIP ADMINISTRATOR & WORSHIP LEADER CONTACT INFO

WORSHIP ADMINISTRATOR:

NAME: John Akana

OFFICE PHONE: 808-678-3994

E-MAIL: akana.john@gmail.com

CELL PHONE: 808-286-1712

WORSHIP LEADER:

NAME: _____

CELL PHONE: _____

E-MAIL: _____