



HANOVER
FIRST CHURCH OF GOD



WORSHIP TEAM HANDBOOK

So whether you eat or drink, or whatever you do, do it all for the glory of God.

1 Corinthians 10:31

And so, dear brothers and sisters, I plead with you to give your bodies to God because of all He has done for you. Let them be a living and holy sacrifice – the kind He will find acceptable. This is truly the way to worship Him.

Romans 12:1

TABLE OF CONTENTS

Psalm 96 (ESV)	3
Introduction	4
Application & Audition	5
Worship with excellence	6
What excellence is not	7
We above me	7
Our purpose, God's desire	8
What worship team involvement is NOT	8
General team expectations	9
Scheduling and communication	11
Paperless sheet music	13
Dress guidelines	14
Resignations	15
Worship ministry covenant	16



PSALM 96 (ESV)

Worship in the Splendor of Holiness

- 1 Oh sing to the Lord a new song; sing to the Lord, all the earth!
2 Sing to the Lord, bless his name; tell of his salvation from day to day.
3 Declare his glory among the nations, his marvelous works among all the peoples!
4 For great is the Lord, and greatly to be praised; he is to be feared above all gods.
5 For all the gods of the peoples are worthless idols, but the Lord made the heavens.
6 Splendor and majesty are before him; strength and beauty are in his sanctuary.
7 Ascribe to the Lord, O families of the peoples, ascribe to the Lord glory and strength!
8 Ascribe to the Lord the glory due his name; bring an offering, and come into his courts!
9 Worship the Lord in the splendor of holiness; tremble before him, all the earth!
10 Say among the nations, "The Lord reigns! Yes, the world is established; it shall never be moved; he will judge the peoples with equity."
11 Let the heavens be glad, and let the earth rejoice; let the sea roar, and all that fills it;
12 let the field exult, and everything in it!
Then shall all the trees of the forest sing for joy
13 before the Lord, for he comes, for he comes to judge the earth.
He will judge the world in righteousness, and the peoples in his faithfulness

INTRODUCTION

Welcome! Thank you for your interest in joining the worship ministry. We're excited that you're responding to God's call to serve Him and his Church. We're also honored to come alongside you, serve with you, and assist you in your spiritual and practical development as best we can.

This handbook provides an overview of the philosophy of ministry, the typical application and audition process, as well as guidelines and expectations for team members. This handbook is the primary resource for operations and also provides answers for general questions.

The last page of the handbook is the Worship Ministry Covenant. This is an agreement that team members make with the leadership of HFCOG to support and uphold the mission and values of the church and the guidelines and responsibilities contained within this handbook.

Thank you again for your heart to worship through service. We are excited to minister with you!

APPLICATION & AUDITION

For those interested in joining the worship ministry, there are two introductory evaluation steps. These two steps will help you, as an applicant, as well as the team leaders, to evaluate if there is a role within the team that is a good fit. They will also help us to gauge what areas or skills we may be able to help you develop.

1. Application

You can download an application at www.hanoverbeacon.org. You'll find a download link by clicking on the 'Worship' tab under the Next Steps Section on the main menu. Alternatively, you can contact Jason, our Worship Director, for a paper copy of the application.

2. Audition

A typical audition is a two-part process:

a. Video Submission

Submit a video of yourself singing or playing your instrument. A phone or other device is satisfactory for recording the video. The video should consist of two presentations - one piece of your choosing, and the second piece playing/singing along with the backing track provided on the 'worship' page of our website.

b. In-person Audition

The second part of the audition involves meeting with and performing in-person with several of the current team members. Song resources will be provided for you to prepare in advance. We understand that auditioning can be stressful and cause nervousness. We want you to be at ease knowing that we'll do all that we can to make the process enjoyable and beneficial for everyone.

After your application and audition material has been reviewed, the Worship Director will follow up with you to discuss potential next steps. Based on your current skill set, you may be able to integrate into the serving team rather quickly or you may need a season of training and/or skill-building before integrating into the team. If you find yourself in that second group, don't worry or take it personally. We want you to succeed in effectively serving

in the ways God has called and gifted you!. We will do all that we can to help you in that process of discovery and development.

WORSHIP WITH EXCELLENCE

Worship is, at its core, ascribing worth to someone or something. For Christians, it is whole-life adoration, submission, and service to the Lord. In *Readings in St. John's Gospel*, William Temple shares this overview of Christian worship:

“Worship is the submission of all our nature to God. It is the quickening of conscience by His holiness; the nourishment of mind with His truth; the purifying of imagination by His Beauty; the opening of the heart to His love; the surrender of will to His purpose – and all of this gathered up in adoration, the most selfless emotion of which our nature is capable and therefore the chief remedy for that self-centeredness which is our original sin and source of all actual sin.”

We seek to help people worship the Lord by providing an encouraging environment. God is worthy and has instructed us to give our best, or in other words, serve with excellence. Excellence is not perfection.

Excellence is the attitude and action of striving for the best with what has been given to us

Excellence is the attitude and action of striving for the best with what has been given to us. To that end, a team is most effective when everyone on the team knows and understands their specific duties, expectations, and faithfully and consistently carries out those duties with excellence. Harold Best once defined excellence as “the process of becoming better than I once was.” Excellence has much more to do with accepting God’s directive and calling to develop the talents he has given us and much less to do with being better than someone else.

“But as it is, God arranged the members in the body, each one of them, as he chose.” 1 Cor 12:18
“As it is, there are many parts, yet one body.” 1 Cor 12:20

WHAT EXCELLENCE IS NOT

While we believe honoring God with our best is commanded in scripture (Psalm 33:3; 1 Chron. 15:22; 2 Chron. 30:21-22) we also understand what it is not and should never be. Excellence is not the end goal. Excellence can never be allowed to become an idol! As Romans 1:21-25 explains, it is all too easy to worship and strive after the created instead of the Creator. Our end goal is to worship God in spirit and in truth and continually be made more into the likeness of Jesus Christ.

The excellence we prescribe is both purposeful and functional. We are purposefully seeking to help focus people's attention to God. As Bob Kauflin has said, "In corporate worship, [skill and excellence] have more to do with edification and encouragement than musical standards. I want to be the very best I can be so that I can serve others more effectively for God's glory."

WE ABOVE ME

We are many different parts, but all one team! Not one of us could lead the gathered church in worship as well alone as we can together. We succeed together. It is necessary for every team



member to understand that no role is unnecessary or insignificant.

Production operators are as much "worship leaders" as those on the stage!

Likewise, it is crucial to understand that one team member could potentially hinder the whole team or gathered

church. What may seem like an inconsequential thing could very likely cause disruption, distraction, confusion, or worse. As a team we seek unity and mutual encouragement as well as constructive

criticism, all done through the spirit of Christian love. We are a team and a family.

*"As iron sharpens iron, so a friend sharpens a friend."
Proverbs 27:17*

OUR PURPOSE, GOD'S DESIRE

God places high value on worship. It is why we were created! We must take seriously the responsibility given to us. One of Satan's goals is to steal worship from the one, true God. We must strive as individuals and as a team to serve faithfully and with excellence to help each other and the gathered church achieve the purpose for which we exist.

*"But the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and in truth, for the Father is seeking such people to worship him."
John 4:23*

While we recognize that in our ministry context we focus on the musical, aural, visual, and aesthetic aspects of worship, we need to be clear that worship is much more than just leading songs or providing a professional-quality production on a Sunday morning. Worship is all-encompassing.

One of our core values at HFCOG is Authentic Worship. We're passionate about living lives that reflect our love for and adoration of God both on the stage on a Sunday morning, and in our everyday lives Monday through Saturday.

WHAT WORSHIP TEAM INVOLVEMENT IS NOT

As part of the worship team there are many things we strive to be and exhibit. Likewise, there are things we do not want to be or exhibit. There is a certain amount of performance that is inherent in playing an instrument and singing. However, the worship team is not to be exploited as an avenue for artist performance with the goals of gaining fans, entertainment, or boasting of self. The church is not for promoting or furthering personal agendas.

“Let the one who boasts, boast in the Lord.” For it is not the one who commends himself who is approved, but the one whom the Lord commends.”

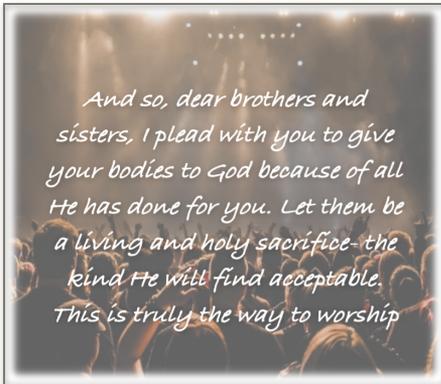
2 Corinthians 10:17-18

GENERAL TEAM EXPECTATIONS

PERSONALLY, AND FOR THE CHURCH

- Having placed your faith in Jesus Christ, strive to live a lifestyle of one who is an ambassador of Christ. (2 Cor. 5:20)

- Demonstrate commitment to Christ with an ever-deepening, intimate relationship, through practice of spiritual disciplines: daily prayer, worship, and bible study.



- Protect the unity of HFCOG by acting in love towards people by refusing to hear or speak gossip and by supporting the pastors, elders, and all leadership of the church.

- Regularly attend HFCOG on unscheduled weeks as well as other church events.

- As a part of the worship team, you are a leader on the platform, off the platform, at church events, and in your everyday life. People are always watching! Your communication in person as well as digital (social media, etc.) shall be God-honoring and HFCOG honoring.

- Similarly, God-honoring and biblically rooted and defined relationships, whether marital or pre-marital, shall be adhered to.

- Drug and/or alcohol abuse is strictly prohibited as a general policy of Hanover First Church of God.

- Sexual harassment and physical or verbal abuse is strictly prohibited as a general policy of Hanover First Church of God.

•There is a high likelihood that team members will be around teens/youth. Therefore, all team members must complete background checks. See “Hanover First Church of God Minors Clearance Policy for Worship Ministry”.

PREPARATION

•Take necessary time to seek God and prepare spiritually before service time.

•Schedule, song resources, arrangements, etc. can be found in Planning Center. Familiarize yourself with the information as far in advance as needed to feel comfortable.

•Practice! Learn as much as possible before team rehearsal. The time when we gather for team rehearsal is not the time to be learning your part.

•Strive for excellence...being your best. Commit to continual growth in your skillfulness through training, lessons, and practice. “Good enough” when you know it could be better is a poor offering to the King of kings.

•There will likely be many occasions when the team will utilize recorded background tracks and/or click and guide tracks. Team members must be comfortable and capable of playing with a click track.

Practice with a metronome.

To utilize these tools, band members will need to use in-ear monitors. Currently, we must use wired headphones, no wireless or Bluetooth. Most people will desire to purchase their own wired earbud headphones. Many options are available on Amazon.com. If you cannot purchase your own, contact the worship director.



REHEARSALS

•Attend rehearsals, sound checks, and services for which you are scheduled. Except for extenuating

circumstances as approved by the Worship Director, inability to make rehearsal will result in not serving that Sunday.

- Be punctual, prepared, and ready to begin at the scheduled time. Arrive at least 15 minutes prior to the event (i.e.: rehearsal, sound check, etc.)

- Exhibit a helpful, supportive, and positive attitude. We are a team, so be a team player. Willingness to offer suggestions, receive constructive criticism, as well as setting aside personal preference in support of the team leader is necessary. We seek to serve with our collective best!

SERVICES / EVENTS

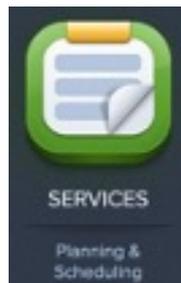
- Stay focused while serving. It's easy to get distracted but it is essential to maintain focus on performing your tasks accurately, consistently, and on time.

- Visually communicate. How you look, how you act, your demeanor, your countenance... it all communicates to the gathered church. Especially for those on the platform, strive to visually worship as well as musically. Scripture directs various physical responses in worship. Let us encourage and lead the gathered church in physical responses of worship.

SCHEDULING AND COMMUNICATION

We use Planning Center Online (PCO) for scheduling the team and the services. Songs scheduled and resources associated (chord sheets, lead sheets, lyrics, audio or video examples, etc.) are all available to team members in the Planning Center service order for that day. When you joined the worship team you should have received a welcome email from Planning Center with a link to create a password for your account. If you did not get that email or need to reset your password, contact the Worship Director or church office.

<http://www.planningcenteronline.com>



One of the benefits of using Planning Center is the ease with which the Worship Director or scheduler can communicate and share resources with the team. Another

benefit is the ease with which team members can communicate their availability for serving. You can set “block out” dates for when you know you will be unavailable to serve. If the director or scheduler attempts to schedule you during a time you’ve blocked out, an alert is given notifying them that you are unavailable. These block out dates should be put on the calendar as far in advance as possible. Please, use the block out dates!

Efforts will be made to accommodate individual schedules and preferences. However, remember that it is not always possible. For example, if you are only available to serve once every two or three months, please do not be surprised or offended if your limited schedule creates a situation where you are not scheduled for that rare available opportunity.

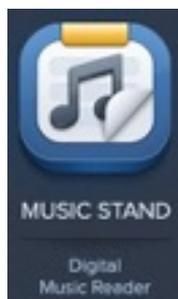
If an emergency arises and you must decline serving after already accepting the scheduling (or are within a week of the scheduled service time) contact the worship director. Please do not search for your own replacement. Contact information can be found in Planning Center or the Church Center app.

You can find the Planning Center App in whichever app store your device uses. The app makes using Planning Center even easier and the information is always at your fingertips. Just remember to turn notifications on. When you are scheduled or when there is a team communication sent out you will be notified through the app.

In the event of cancelation or alterations to a schedule due to inclement weather or extenuating circumstance, team members will be notified through Planning Center or by text message. Remember, have notifications turned on and all contact information current.

PAPERLESS SHEET MUSIC

Another extremely useful and helpful PCO App is the Planning Center Music Stand App. This app allows you to use your iPad or tablet to view music sheets, in the order they are scheduled, for any service in which you are serving. It allows you to choose which song resource (chord sheet, lead sheet, vocal parts sheet, etc.) you would like to view. You can also make notes digitally on the sheets and the app will save the notations. When using the app during service, the pages can be advanced by swiping your finger or can be controlled by a Bluetooth foot pedal.



DRESS GUIDELINES

“...People judge by outward appearance, but the Lord looks at the heart”

1 Samuel 16:7

It's true, the Lord does not see or judge things as we do. However, we must be mindful that we minister to people, and it's also true that people are prone to judge by appearance. As with all other areas, we strive to be a help to the church and not a distraction. We seek to point attention to God's greatness, not ourselves. To that end:

- No tank, tube, or halter tops or other strapless style shirts
- No exercise pants or sweats
- No over exposure. Midriffs; cleavage; “plumbers crack”; excessively short skirts, dresses, or shorts; excessively tight clothing, etc.
- No clothing with prominent logos or writing that are not in accordance with Christian beliefs and morals

Keep in mind, dressing in a fashion like the large percentage of those to which you are ministering will help them connect and engage rather than be distracted and “tuned out”. Generally, if you think some clothing may not be appropriate the wise choice is likely to wear something else. It is fine to meet with the worship director or pastor prior to service to get an evaluation on whether the outfit is acceptable for the platform, however, be sure to bring a change of clothing that easily meets the guidelines if the clothing in question is determined to not meet the guidelines. As a member of the worship ministry, you have agreed to operate under the authority to the worship director and/or pastor and acknowledge that inappropriate dress will result in not being permitted to serve on the platform until dress guidelines are met.

RESIGNATIONS

If at any point you will be unavailable to serve for an extended time or simply desire to resign from the worship ministry, please contact the worship director to discuss.

WORSHIP MINISTRY COVENANT

Our aim as vocalists, musicians, and production team members is to serve with excellence in ways that are Christ-exalting and edifying to the gathered church, the body of Christ. We seek to be “lead worshipers” who model and inspire others to engage in authentic worship of the Almighty God.

The purpose of this covenant is to serve as an agreement and a commitment from worship ministry team members to the leadership of HFCOG. Signing this covenant, you are stating that you have read and understood the expectations and responsibilities outlined in this Worship Team Handbook. Thereby, you are agreeing to be held accountable to the requirements and expectations contained within this handbook. You are agreeing to uphold the mission and values of the worship ministries and the overall mission and values of HFCOG.

If you have questions or concerns regarding any items contained within, please contact the Worship Director or Deacon of the Worship Commission.

(please sign, tear off, and return Covenant Commitment to the Worship Director)

COVENANT COMMITMENT

I understand, accept, and agree to be held accountable to the information contained in the Worship Ministry Handbook and will adhere to the principles and guidelines to the best of my ability. I understand that if I violate this covenant, I may be asked to step away from serving with the worship ministry for a time to develop the area(s) in need until the expectations, guidelines, and overall spirit and intent of this handbook can be adequately met.

Full name (Print)

Signature

Date