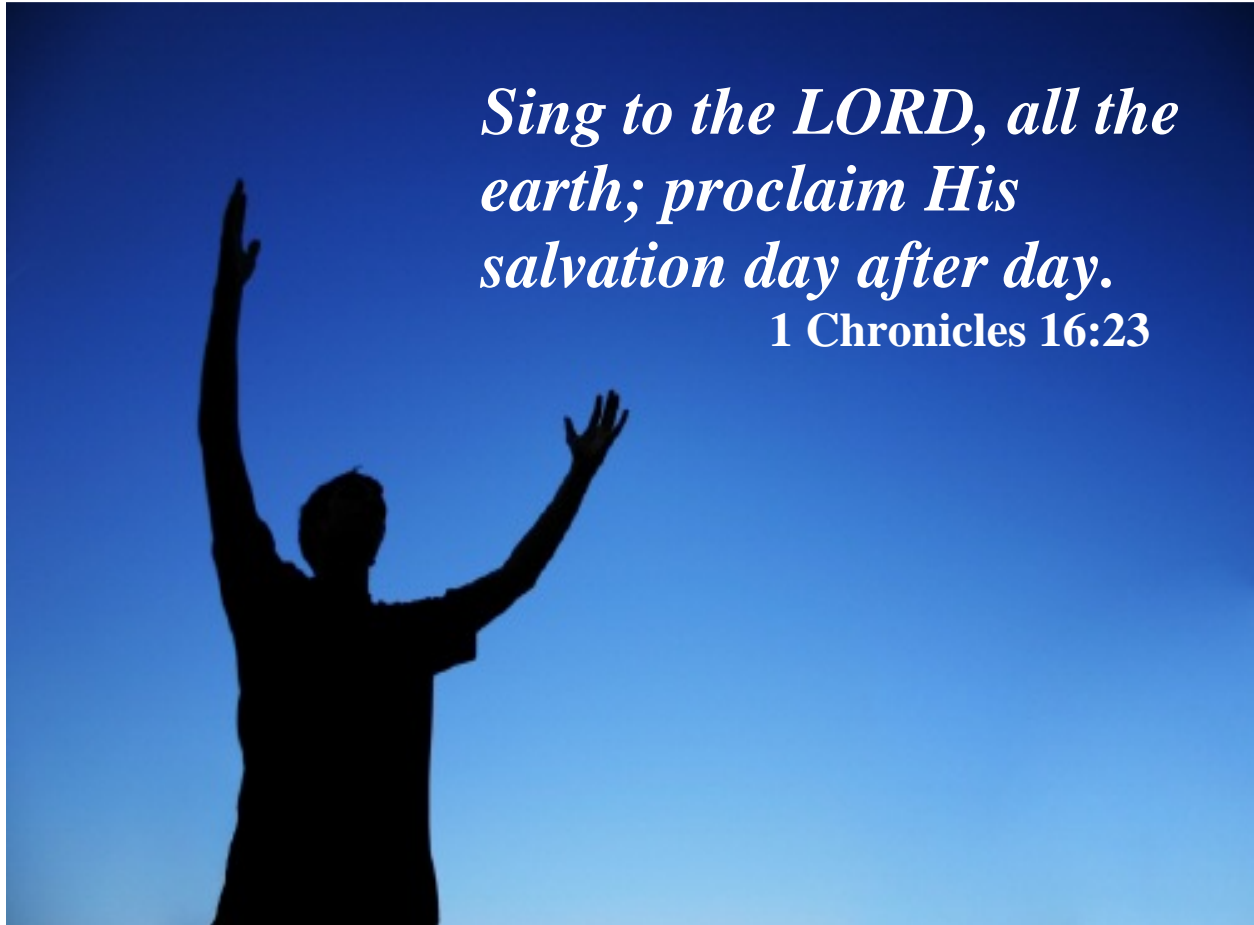


# Worship Leading Team 2008-09 Handbook



*Sing to the LORD, all the  
earth; proclaim His  
salvation day after day.*

1 Chronicles 16:23



# ***Table of Contents*** ***Page***

A Note from Brian	3
Who are We and What is our Purpose?	4
Note to Technical Team Members	4
C.A.L.L.E.D.	5
Qualifications	8
Expectations	9
Ongoing Expectations for Celebration Singers/Band	12
Interview Considerations	15
Audition Requirements – Celebration Singers	16
Audition Requirements – Celebration Band	18
How do I join Celebration Singers or Band?	19
Final Thoughts	20
Commitment Card	21
Important Dates and Times	23
Contact Information	24

## ***Dear Prospective Team Member:***

I am excited about your interest in the Worship Leading Team at TLCC! I have been truly blessed to minister here at this church for over a year now, and in many of our worship services we have experienced an atmosphere that is positive, encouraging, and victorious!

As you read this handbook, please know that its purpose is not to try to make your life more difficult. On the contrary, it is my goal to develop and uphold a standard of musical and spiritual excellence for our worship leading team. We want as many people, as God calls, to experience the blessings of using their talents and gifts for the glory of God. This is a time-intensive ministry, and we have set the bar high. However, I know that there are many in our congregation more than capable of rising to this occasion.

As you read this handbook please pray and ask God to open your heart and mind. Pay close attention to the Scriptures cited. The ideas presented here are biblical concepts put to practical use. I look forward to ministering with you.

Blessings!

Brian Sevits  
Minister of Worship

# ***Who are we?***

# ***What is our Purpose?***

The Timber Lake Christian Church worship leading team is a team of Servant Leaders who are C.A.L.L.E.D. in purpose to:

1. Exalt God and lead our congregation into His presence.
2. Edify the Body of Christ by:
  - a. Accompanying in worship
  - b. Teaching the Biblical meaning of Worship
  - c. Training new generations in praise and worship
  - d. Raising up new Praise and Worship Leaders for future generations
3. Evangelize the Lost

**Note to Technical Team Members:** Although tech members are not required to be members of TLCC the guidelines and attendance expectations for celebration singers and band will apply to you as guiding principals. Rehearsals for tech team members are 5:30-6:30 on Thursdays.

# C.A.L.L.E.D.

**C** **Consistent** in their walk with the Lord: Daily prayer and quiet time with our Lord is essential. We must be able to lead where we have been. If personal, intimate time is not spent with the One we are leading to... how do we know where we are going? Our worship on Monday morning should be just as important as our worship on Sunday morning.

*Teach me your way, O LORD, and I will walk in your truth; give me an undivided heart, that I may fear Your name. Psalms 86:11 (Others: Psalms 23:3, 12:10, 31:3; Prov. 4:11)*

**A** **Attitude** of Humility, Flexibility and Adaptability:

Humility: Worship is completely about God. God doesn't need us; we need Him. When we need Him... we will have an attitude of Humility.

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Philippians 2:3 (Others: Prov. 8:12, 11:12, 15:33)*

Flexibility and Adaptability: We must hold onto our gifts and positions loosely, putting everything in God's hands and trusting Him with how they are used.

*Sitting down, Jesus called the twelve and said, "If any one wants to be first, he must be the very last, and the servant of all." Mark 9:35 (Others: Philippians 2:5, Mark 10:45)*

**L** **Leader** – We must walk upright with integrity, pointing others to Jesus through our servant leadership; maintaining good interpersonal relationships and practicing kindness to all. The authority we have to lead others to the Throne Room is directly proportional to our daily walk, quiet times and personal worship. “Our sense of importance must come from God, and we must lead people to reflect on God’s importance in worship – not our own.” (Rory Noland)

*True instruction was in his mouth and nothing false was found on his lips. He walked with me in peace and uprightness, and turned many from sin.” Malachi 2:6*

**L** **Learner** – A teachable spirit is a must... both in our spiritual walk and in our musical abilities and techniques.

*Listen to advice and accept instruction, and in the end you will be wise. Proverbs 19:20 (Others: Prov. 1:1-3, 2:2, 22:17)*

**E** **Excellence** – We are committed to doing our best, nothing less for our Lord.

*Sing to Him a new song; play skillfully with a shout of joy. Psalms 33:3 (Others: 1 Timothy 4:14, Romans 14:18)*

**D** **Devotion** – We are faithful to our role in ministry. The Worship Leading Team is time intensive. We must be able to balance our time. After our personal time with God and our family, is there enough time left for both availability and promptness?

*“And you, my son Solomon, acknowledge the God of your father, and serve Him with wholehearted devotion and with a willing mind, for the Lord searches every heart and understands every motive behind the thoughts. If you seek Him, He will be found by you; but if you forsake Him, He will reject you forever.” 1 Chronicles 28:9*

Others: 2 Kings 20:3, 1 Chronicles 29:3

# ***Qualifications***

1. You must be a faithful participant in the life of this congregation as demonstrated by your attendance and involvement, regularly attending worship service and other church events. New attendees and non-members are welcome to participate in choir or as a technician. The Celebration singers and band must be members who have attended faithfully for at least three months and completed the interview/audition process.
2. Attendance at rehearsals is a **MUST!** You must commit to rehearsals on Thursday evening.
3. **Spiritual Maturity** – You must have the ability to cooperate with others, to serve for the greater good of our church, to be sensitive to the will of God, and be supportive of the TLCC leadership and vision. This means a willingness to hold this ministry with an “open hand”, leaving up the Lord and the leadership all decisions regarding the scope of your involvement.
4. **Music/Technical Expertise** – the instrumentalists, vocalists, and technicians need to be skilled enough to follow a service which is led by the Spirit of God. We don’t want to limit what God will do simply because we cannot handle it musically or technically.
  - a. Instrumentalists must be able to perform well with others, learn new material quickly, demonstrate suitable ability on an instrument, and play from sheet music and/or chord charts.
  - b. Vocalists must be able to perform well with others, learn new material quickly, demonstrate suitable range and accurate pitch, sing from sheet music, chord charts, or by ear, distinguish and sing different musical styles, sing straight tones (excessive vibrato makes a voice stand out more than any other quality), hear and adjust your voice to blend well with others.

# ***Expectations***

## 1. Time Commitment—

- a. For those scheduled for Celebration Singers and Band you must attend 100% of rehearsals. Vocalists: when you are not singing or playing on the team, attendance at 75% of choir rehearsals is the lowest permitted.
- b. Attendance at Sunday worship services as well as a C.A.R.E. group is encouraged (even when you are not singing) and will be considered in the interview and in placement on teams. Also taken into consideration will be your individual commitment and availability to participate in productions and special events.
- c. Involvement in this Ministry needs to take high priority in your life next to family and work. Promptness is important and affects each member of the team. If circumstances make it impossible for you to be prompt for rehearsals or to attend services, please prayerfully consider if this is God's timing and His will for you at this time in your life.
- d. If a work or family issue will consistently cause you to be late for rehearsal, *please* communicate with me about your problem so that I know you are trying to be here as soon as possible. Especially for instrumentalists: I realize that being here promptly at 5 p.m. may be a difficulty.
- e. The Music/Worship Minister reserves the right to make exceptions or arrangements with an individual. Exceptions in attendance percentages for those teaching or participating in another church ministry will be made.

## ***Expectations (Continued)***

2. Please dress modestly. This is non-negotiable! We are above the eye level of the congregation and will be walking in and out of the sanctuary in full view of the congregation.
  - a. There will come a time when we begin to color coordinate those on stage. We will not ask you to buy something new, but just to fit the color scheme for that Sunday as best possible for your wardrobe.
  - b. We will not make dress an issue, and we realize that everyone has a different budget... but please wear your best clothing when you are on stage.
  - c. Specifically for ladies:
    1. No low cut blouses or dresses (if you lean forward and you see cleavage, it's too low).
    2. Our stage is very high above the congregation (especially when they are seated), so there can be no skirts or dresses above the knee (even if your clothing is below your knee, if you sit down and your dress rises more than 1 inch above your knee, it's too short).
    3. Please be sure that your clothing is not too tight.
    4. Because of spotlights jewelry can become distracting, so please be conservative.
  - d. Not only are we not to be a distraction to those we are leading, but also we are not to be a distraction to each other. If anything you wear brings attention to you and not to God, it is inappropriate. We have made every effort to explain this carefully and tactfully. Please save us and you the embarrassment of coming to you personally.

## ***Expectations (Continued)***

### 3. Attendance—

- a. If you are a member of the Celebration Singers or Band, you must attend 100% of rehearsals and services while you are scheduled. When you are not on team, attendance at 75% of Choir Rehearsals is expected to show you are committed to every facet of this ministry.
- b. For choir members, you must attend at least the Thursday rehearsals before the Sundays you plan to sing. If choir is singing special music on a given Sunday, it is recommended that you have attended at least two rehearsals prior to that Sunday so that you know the music well enough to perform it to the best of your ability.
- c. All Worship Leading Team members are strongly encouraged to attend Sunday worship services and be involved in a C.A.R.E. Group even when they are not participating.
- d. In the event that we notice someone on the Celebration Singers or band not meeting the attendance requirements they will be notified and encouraged to bring their attendance up to the required percentage. If their percentage is consistently under, they will be taken off the team at the beginning of the next term. If their percentage is brought back up, the said individual will have the same opportunity as everyone else (not automatic) to be placed back on a team at the beginning of the next term.
- e. The Music/Worship Minister reserves the right to make exceptions or arrangements with an individual.

# ***Ongoing Expectations For Involvement in Celebration Singers and Band***

*As mentioned, this is leadership ministry, and our lives are examples for others. Everyone on the platform and in the sound booth serves an important part in leading worship and is accountable for their actions.*

***Now it is required that those who have  
been given a trust prove faithful.***

-1 Corinthians 4:2

## **1. Spiritual Preparation and Growth**

- a. Carefully prepare your heart for worship through prayer and study. Only after worship is developed in the heart of a believer can it be expressed outwardly. We must know and hunger for God's presence in our daily lives. Our spiritual preparation has a direct effect on our effectiveness as a worship and music ministry team. It cannot be emphasized enough that worship, not music, is our first priority. We recommend that you read "The Heart of the Artist" by Rory Noland (1999).

## **2. Musical and Technical Excellence**

- a. We recognize that God isn't looking for perfection, but excellence. Our 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.

## ***Ongoing Expectations (Cont'd)***

3. We must be dedicated, prepared, orderly, and skilled students of our artistic craft, continually striving to improve. (Colossians 3:14-24). This can mean a great deal of individual practice as well as with the team. The team will only be as proficient as the individuals that make it up.
  
4. Rehearsal Discipline
  - a. Exhibit a positive, faith-filled, expectant attitude
  - b. Be on time. Come early enough to set up your equipment and be ready to start on time.
  - c. Concentrate on all activities, not just those involving you. Be polite, please keep talking and personal conversations to a minimum during rehearsal. This includes the times when someone is rehearsing or sound checking. Instrumentalists, please refrain from playing your instrument when the Worship Leader is working with a group or individual. In other words, when the music stops, please don't play.
  - d. Address all questions to the Worship Leader, not others on the team.
  - e. Be prepared to stay for the whole rehearsal so that distractions are few. If you know in advance that you have to leave, please inform the Worship Leader before rehearsal.
  - f. Only positive comments are allowed in rehearsal. Problems may be discussed with the Worship Leader privately.
  - g. Please notify Brian of any schedule conflict as soon as you become aware of it.

## ***Ongoing Expectations (Cont'd)***

5. What NOT to bring with you... In spite of how powerful and meaningful team ministry can be, the task of working together as a team can be difficult. Satan will try to sow disunity and will do everything in his power to disrupt or discredit. Here are four things that will kill a team:
- a. Selfish “me first” thinking—this has no place on a Worship Team, yet it is very common among musicians. The first step is to recognize the heart attitude, confess it and ask God to start a new work in your heart.
  - b. Grumbling and Complaining (Phil. 2:14)—If there is a problem, if you have a complaint... pray first, sleep on it, if it is still a problem, take it straight to Brian. Please do not stir up disunity by speaking to others.
  - c. A Competitive Spirit—Every member of the team has distinct talents and abilities that God uses in different ways. No one should ever compare themselves to anyone but Jesus.
  - d. Unresolved Relational Conflict—This also has no place in a Worship Team. Harboring bitterness is addressed clearly and many times in Scripture. If we do not forgive, we will not be forgiven and our prayers will not be heard.

*When you stand praying, if you hold anything against anyone, forgive him, so that your Father in heaven may forgive you your sins.*

Mark 11:25

# ***Interview Considerations***

*These are not interview questions, only some things to ask yourself for personal evaluation and inventory.*

1. Are you faithful?
  - a. This speaks to the exposure, understanding, and devotion to the Worship Leading Team purpose, vision, and values. Is worship evident throughout the week in the form of prayer, devotions, and accountability? Would anything change if Jesus was physically walking with you week after week?
  
2. Are you available?
  - a. Can you commit the time, can you be prompt?
  
3. Are you teachable?
  - a. Speaks to two aspects which readily reveal heart attitude:
    - i. Are you open to new ideas and teaching (regarding vocal or instrumental playing skills)?
    - ii. If asked, how easily would you receive a suggestion for additional training? Are you willing to take ideas and suggestions from a vocalist or instrumentalist within the ministry? Outside the ministry? Keep in mind that the spiritual aspect of this ministry far outweighs talent or ability.

# ***Audition Requirements (Celebration Singers)***

**Accurate Pitch**—speaks to the ability to learn and sing the accurate notes at the appropriate times. It means listening to oneself, the other singers, and the instruments, and self-correcting any sharp or flat tendencies in a particular song. It also speaks to one's use of vibrato, which itself is a variation of pitch.

**Rhythmic Precision**—Speaks to one's ability to sing phrases correctly as they are rhythmically intended. Are you dragging? Are you cutting off too early or holding on too late? Is your use of vibrato preventing you from doing so?

**Appropriate Tone**—Speaks to the blend of one's vocal tone in which one sings in particular sections of songs. Is it appropriate for the song? Should it be strong? Should it be tender? Should it be loose? Should it be precise?

**Blend**—Speaks to the blend of one's voice with the other singers. Are you listening to the other singers? Does your voice stick out? Is it too loud? Are you singing too softly?

# ***Audition Requirements Cont'd (Celebration Singers)***

**Encouraging Presentation**—Speaks to how you appear as a lead worshipper. Are you connecting with the congregation through eye contact and facial expression? Do you encourage clapping or other outward forms of worship? Do you have a stoic expression with your eyes glued to the music or rear projection?

**Music Style**—Speaks to the exposure, understanding, and experience with different musical styles, especially today's praise and worship genre. Do you have the ability to express that style with your voice?

**Ear**—Speaks to the ability to hear and respond to vocal strengths and weaknesses. Can you self-correct? Are you able to ad lib or sing in harmony? Can you tell when you are succeeded or failing in the previous mentioned areas?

# ***Audition Requirements (Celebration Band)***

**Chart Reading**—Speaks to the ability and experience to read and follow chord charts and lead sheets (without full orchestral and rhythm section scores). Are specific passages, structures, or changes in songs written and remembered for actual worship time? Are you making notations on your charts or music?

**Rhythmic Precision**—Speaks to the ability to play accurate rhythms in a precise manner with the other players and singers as the particular song dictates.

**Musicality**—Speaks to the accuracy and exposure of certain rhythms, chord structures, and moods of certain song styles. Does the instrumentation fight or enhance other aspects of the worship presentation? Is it in sync with and is it sensitive to the other players and singers?

**Music Style**—Speaks to the exposure, understanding, and experience with different musical styles, especially today's praise and worship genre. Do you have the ability to express that style with your instrument?

# ***How do I join the Celebration Singers or Band?***

1. Prayerfully consider if this is what God is calling you to do. Do you feel that you can commit to the time involvement? Do you have your family's support? If so...
2. Complete the Commitment Card; sign, detach and return it to the TLCC worship office. You will be contacted to set up a date and time for an interview. When you come for your interview, please be prepared to give your personal testimony (your spiritual story).
3. From your verbal or written interview, we will determine if you are prepared to audition. If you are recommended for an audition you will be contacted to set a time and date for an audition with Brian.
4. Audition—
  - a. Bring a chord chart or sheet music for one song to play or sing along with Brian.
  - b. Be prepared to sight-read a simple, new song.
  - c. Vocalists: you will sing scales and exercises so that Brian can determine your vocal range.
5. Notification—You will be notified of your audition results in writing.

# ***Final Thoughts...***

Excerpt from “Worship Team Handbook”  
(Urbana Worship Team)

*Those who lead the worship of God need much more than the ability to play chords and scales. If people are going to lead others in worship, they must be spiritually mature. They must be people who have tasted God’s goodness, who have taken risks to be faithful and have seen God deliver them, who have felt great needs and experienced God meeting them. In short, to be spiritually mature they must know God and know themselves.*

*This spiritual maturity is also required because of the amount of attention worship team members will receive from their congregation. Admiration and acclaim, if not tempered with the wisdom of spiritual maturity, can cause worship leaders to idolize their position. Our sense of importance must come from God, and we must lead people to reflect on God’s importance in worship, not our own.*

# Commitment Card...

I \_\_\_\_\_ have read the *Timber Lake Christian Church Worship Leading Team Handbook* thoroughly. I agree with the vision and process. If I am chosen to be a part of the TLCC Worship Leading Team I agree to support and abide by the expectations state in this handbook

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

Please check the position(s) that applies:

- Vocalist
- Instrumentalist (Instrument? \_\_\_\_\_)
- Technical
  - Video/Camera
  - Computer
  - Sound
  - Lighting

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## Contact Information:

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate # \_\_\_\_\_

Best time and method to contact you: \_\_\_\_\_





# ***2008-09 Dates and Times***

**Celebration Choir Season:** Labor Day through Memorial Day  
Sept. 7, 2008 thru May 24, 2009

## **Celebration Choir and Band Rotations:**

Three teams will be formed that will serve for an entire term:

First Term: September, October, November

Second Term: December, January, February

Third Term: March, April, May

## **Summer Term:**

Since the Summer is so difficult to plan with busy schedules and events, it will be planned on a week-to-week basis with no choir performances or rehearsals from June through August.

## **Weekly Rehearsal Schedule:**

Thursday      5:00-5:45 Celebration Singers/Band Only  
                  5:45-6:30 Entire Worship Leading Team  
                  6:30-7:15 Celebration Choir Only

Sunday        3:30-5:00 Christmas Production (Adults & Kids)



**WORSHIP LEADING TEAM**

*Brian Sevits, Worship Minister*

Office Hours: Monday through Thursday, 9 a.m.-3 p.m.

Other times by Appointment

1624 Gratz Brown, Moberly MO 65270 • [bsevits@cccb.edu](mailto:bsevits@cccb.edu)

Office: (660) 263-4168 ext.16 • Cell: (660) 651-4012