



WORSHIP TEAM HANDBOOK

PURPOSE OF THIS HANDBOOK

This handbook is not meant to be intimidating or overwhelming. It is meant to inspire each of us to reflect and prayerfully consider our motives and desires for being part of the Worship Team at Ten Mile Christian Church. We also want to ensure that all those involved are walking together in agreement regarding our purpose, vision and what is expected of every member. These guidelines are a standard that we uphold in our ministry as we serve our community. To participate in Ten Mile Christian Church Worship Team, we ask that you strive to abide and keep these guidelines.

This isn't just about music...it's about a higher pursuit spiritual maturity and leadership.

GUIDELINES FOR MINISTRY

- Must have a personal relationship with Jesus Christ that is consistent and growing through prayer, Bible reading and engaging in active discipleship at Ten Mile Christian Church.
- Must be committed partners and givers at our church, including regular attendance at Sunday morning services, Community Groups and whole-church events.
- Team Members must demonstrate technical competence and excellence in their field of spiritual gifting.
- All members must possess a humble and teachable attitude.
- Team Members must be comfortable on the platform and expressive in their praise and worship before God. We lead others in worship by example on and off the stage.
- Team Members must be committed to practicing an hour or more per week on their Sunday songs at home.
- Must commit to growing and challenging yourself in your respective gifting.
- Must arrive to rehearsals and call-times fully prepared. Our gatherings are 'Dress Rehearsals'... not practice. Practice is done at home.
- Must engage with the team as an active member and be a part of times of team-building, "Hangouts" and trainings.
- Be willing to disciple, coach and mentor others as we strive to raise up new leaders.

- Must be willing to talk with regular attenders and guests on Sunday as a representative of Ten Mile's platform ministry. Do not rush off after service times. As a leader at TMC you have a responsibility to be a 'connector'.
- Always look for opportunities to recruit new volunteers. Discipleship & multiplication is one of our core responsibilities.
- Worship our God with joy and excitement, it is after all, good news!
- Always demonstrate the Core Values & Vision of Ten Mile Christian Church

TEAM RESPONSIBILITIES

PLANNING CENTER ONLINE (PCO)

- Check your PCO account and email weekly to preview any changes, set lists, scheduled dates etc. PCO is used for all weekend scheduling and resourcing. You will be placed on a scheduled date via PCO complete with chord charts, mp3's of upcoming songs, and other resources. All communications should be responded to within 24hrs of receiving them.

SERVE WHEN SCHEDULED

- Contact your Team Leader at least a week in advance if you need a replacement. Take ownership of filling your absence by contacting another team member as a sub-in. Serve a minimum of once per month to maintain an active team member status.

PERSONAL PREPARATION

- Team members need to be spending personal time with God in worship and prayer away from the platform ministry. We seek God first in spiritual preparation. We cannot lead others where we have not gone ourselves.

SUPPORTING THE VISION

- Team members should actively support the leadership, pastoral team and mission of TMC and promote unity. Team members should also support the life of TMC through regular attendance in worship and other events, as well as giving of time, talents and treasures outside of the worship team.

TRAINING

- Team members are expected to actively grow and improve their craft. Paid private lessons are not required, but you should look for opportunities to grow in your skills. Areas of focus include basic music theory, rhythmic skills and playing or singing with other musicians. For Tech Team, growing in their technical skills via online resources. We encourage the participation in conferences, workshops and team trainings.

SETTING AN EXAMPLE

- As members of the worship team, we lead all aspects of our lives in such a way as to be an example to those around us. Following 1 Timothy 4:12, we are to be an example in speech, life, love, faith and purity. Realize that no matter how "private" we think our personal life is, it is still an example to those around us. Everyone on the team is encouraged to hold each other accountable as we all may struggle from time to time. Those who consistently fail to be a proper example in this area may be asked to step down until they are able to exemplify leadership requirements.

FOSTER A TEACHABLE HEART

- Team members should be willing to be corrected and encouraged in their growth, fostering a teachable heart, understanding that it's for the best interests of the individual and the team that we hold each other accountable.

PERSONAL PRACTICE WITH YOUR CRAFT

- Team members are expected to commit time to individual practice and self-training to prepare for group rehearsals and worship services. Recognize that this worship ministry requires a large time commitment and it is wasteful of the team's time to arrive unprepared for call-times. You will take ownership of the gifting God has blessed you with.

FAMILY BLESSING AND SUPPORT

- It is important that our immediate family members are willing to accept the necessary time commitments and be supportive of our roles and commitments.

SKILL LEVEL

- Participants must be able to keep up technically with the Worship Team and become a productive addition. All participants must be open to additional training and instruction from the Worship Minister and other more skilled team members. We are all in different places on our journey but striving to improve our technical skill is part of who we are as a Worship Team.

REHEARSALS

- All scheduled team members are required to attend the rehearsal sessions. If you are unable to attend rehearsal for an emergency, illness, family event, or other extreme situation, please alert the Team Leader ASAP. (In the event of an emergency, please do so as soon afterward as possible.) Failure to attend rehearsal may require you to miss participating in the Sunday's worship service, but will be determined at the Team Leader's discretion.

OPEN COMMUNICATION

- Communicate honestly and openly with one another following the principles of Matthew 18. If you have an issue with someone in the team, please go to that person and settle it one on one. If necessary, if a one on one time was not successful, please involve the Team Leader. If a resolution cannot be reached, further action may be necessary with church leadership.

PROBATIONARY PERIOD

- All new members of the worship team will be subject to a 2-month probationary period. The purpose of this directive is to ascertain who is properly suited for our team and to allow the team to gel relationally.

STAGE PRESENCE

- Recognize that our role is to serve the congregation and to enhance the worship service. Worship is not about us or our music; our attitude on stage should reflect that. We should always strive to create an atmosphere of worship and reverence, especially while we are not on the platform. Understand the significance of body language on stage and the messages we may not realize we are communicating.

PUNCTUALITY

- Team members need to be on time to weekly rehearsals, pre-service practices and call-times. Team members who continually disregard starting times for rehearsals and meetings will be put on probation. If it is not possible to make a rehearsal on time, it is considered polite to notify the Team Leader in advance. Those who need to set up equipment are expected to do so before the rehearsal time so the group can start on time. As a consideration for everyone's time and to keep rehearsals and services flowing, please refrain from using cell phones or other distractions. Please silent phones during team gathering times.

CREATIVITY

- Each member of the team is encouraged to be creative and to contribute to the team. Don't be afraid to suggest, comment or ask questions about anything we do. New constructive ideas are welcome, however, please be courteous of other team members. Don't tell others how to do their job while they are doing it. If you have suggestions, wait for a weekly rehearsal or at least after the worship service to discuss it with the Team Leader.

DRESS CODE EXPLANATION

As we grow and add more members to our team, we want to make sure that we are consistent in how we do things. This includes how we present ourselves on stage. We want to be real and authentic, never putting on airs for people. But we also NEVER want to be a distraction either. To ensure that we are not taking away from people's worship experience, we need to think through how we dress on the platform.

DRESS CODE

- No overly tight clothing
- No short skirts or short dresses
- No sleeveless tops (without a covering)
- No revealing clothing (i.e., see-thru material without an undershirt)

- Proper footwear: dress shoes/boots or dress sneakers. No open-toe shoes
- No gaudy/over-sized jewelry (anything that might be a distraction)
- No hats
- No shorts
- No large print or logo on shirts
- **Colors:** Stick to darker neutral tones: black & all grey tones, browns, light/dark blue, dark purple

SCHEDULE REQUIREMENTS

- Typically, volunteers will be scheduled once or twice per month based on their availability and monthly service schedules.
- ***Mandatory** Full-Band Rehearsals: [7:00-8:15 a.m.] on Sundays] + ALL service times.
- **SUNDAY CALL-TIMES:**
 - 6:45 a.m. Arrival and Equipment Setup
 - 7:00 a.m. Sound Check
 - 7:00 a.m. Band Rehearsal
 - 7:45 a.m. Full-Service Run Through
 - 8:00 a.m. Huddle & Prayer (In Prayer Room)
 - Service Times: 8:30, 10, 11:30am & 4:30pm