



**WORSHIP MINISTRY  
HANDBOOK  
2016**

## OUR VISION AND MISSION

The **VISION** of the Monterey Worship Ministry is “to nurture an environment in which everyone can glorify God with others and be transformed into fully devoted followers of Christ.” Our **MISSION** is to create fervently passionate, yet completely accessible services and gatherings in which this can happen.

FERVENTLY PASSIONATE: Our worship shall be marked by the faith and expectation that God is actively present in our praise, moving with Kingdom authority and power, and radically changing lives. Practically, this looks like:

- ***Living lives of integrity, humility and Kingdom engagement:*** We believe this radically affects our ability to lead and influence with moral and spiritual authority.
- ***Owning our calling of being “lead worshipers” no matter where we are:*** Our posture and passion in worship is the same wherever we are: passionate and engaged in what God is doing, on platform and off (Rom. 12:1-2).
- ***Leading our congregation through transparency and authenticity:*** We refuse to “church up” our lives, but follow Christ’s command to “keep open house” through opening up honestly to others (Matt. 5:14-16 MSG).
- ***Creating sacred space for all to vulnerably express desire for Him and His Kingdom:*** We own our responsibility to bring creative ideas to the table, recognizing that our praxis should change based on contextual setting and cultural shifts.
- ***Leaving sacred space for the Holy Spirit to move and speak:*** We honor Paul’s instructions of “not quenching the Spirit” by being flexible with our agenda and acting on the urgings of the Spirit. (1 Th. 5:19-22 NIV)

COMPLETELY ACCESSIBLE: Our worship shall be in the language of the common man, creating engaging worship experiences that are culturally and contextually relevant. Practically, this looks like:

- ***Creative planning:*** We believe that when the arts are done well, they have the ability to speak to man in ways that a thousand words never could.
- ***Excellent musicianship, presentation and production that is stylistically accurate:*** We invite folks into worship engagements that speak to them in their contextual surroundings as much as possible.
- ***Remaining authentic, but intentionally pursuing cultural diversity:*** We reflect being an invitational culture to those outside our own age, race and socioeconomic status through our music, presentation and production.
- ***Intentionally working together with other ministries to communicate the message effectively:*** Believing that the sum can be greater than the parts, we refuse to be “silo’ed” in our approach. (Ps. 133)
- ***Keeping abreast of what is working outside of our church and personal preferences:*** We will be attentive to what the Holy Spirit is doing in the Church at large, recognizing that we must remain open to the teaching, correction and influence of Scripture, prayer and the Holy Spirit.

We believe that praise is declaring to the principalities, powers, and rulers of darkness what God has done, is doing and will do (Eph 6:12). We are called to demonstrate what Jesus carried out in His earthly ministry (1 John 3:8), a demonstration that is manifested by the words we speak and by our obedience to God's Word (Prov. 18:21, 1 Sam. 15:22).

When taking the above into consideration, we, the musicians, technical artists, dramatists, and creative dreamers of this church, have an awesome responsibility: we are more than just a musical collective - we are worship leaders. 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.

Ours is a worship 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 His vessels not only through the music we play and sing or the technical work we do or the art we create, but also through our actions, attitudes and appearance.

## OUR FAMILY PROMISE

These are the values we commit to hold to as members of the Monterey Worship Family.

- **CORE VALUES** -- We realize the significance and importance of understanding the foundations of true worship, and we commit to furthering our knowledge of these foundations. God desires a heart that follows Him, and we commit to worshipping Him not only with our instruments and our voices but also with all of our hearts, souls, minds and strength. Worship is a lifestyle and not an event, and we want our lives to be a living sacrifice for Him.
- **OUR CHARACTER** – We commit to continuing our pursuit of Christ-likeness through many means including the following:
  - Prayer – we will pray for the Monterey Worship Ministry, our leaders, and the Monterey Church. We will approach our services and rehearsals each week spiritually prepared to lead people into a personal worship encounter with God.
  - Private Worship – we will worship in our quiet time and will live a life of worship everywhere we go.
  - Bible Reading & Study – we will engage in reading God's Word on a consistent basis. We will commit to studying God's word fervently and passionately.
  - Christ-likeness – we realize that He has called us to a life that will reflect His likeness and we commit to allowing His Holy Spirit to lead us into a

lifestyle of separation from the things of this world that could contaminate our spirits and our bodies.

- **OUR CRAFT** – God has blessed us with the opportunity to serve Him using the gifts and talents He has given us. We commit to continuing our pursuit of excellence through many means including the following:
  - We will strive to play/sing all songs exactly as posted and **will commit to memory all music** so that we will not be dependent on charts or sheet music during service times.
  - We will be ready to rehearse and in position before all scheduled rehearsals as well as service times.
  - We will be prepared to make any changes to the arrangements and production of all songs on the song list and will be willing to work while
  
- **OUR COMMUNICATION** – We commit to show forth the praises of God in an exciting and engaging way when worshiping God on the platform of influence that God has placed us.
  - We commit that we will continually review recorded platform presence and we will receive encouragement and training to better our ability to engage the congregations we lead.
  - We commit to communicating our unavailability for service by inputting our Block-out dates in Planning Center Online.
  - We commit to staying informed on worship ministry matters by **reading all Planning Center emails or Facebook notifications we receive.**
  - We have reviewed all dress code requirements and will gladly adhere to all platform policies.
  
- **OUR CULTURE** – We see the value in nurturing a healthy relationship with all ministry members and other personal relationships. We commit to love, value, respect and protect those we serve through many means including the following:
  - Trust – we commit to trust others within healthy boundaries while believing the best motives.
  - Encouragement – we commit to affirm, build, and encourage others.
  - Resolution – we commit to resolve conflict with forgiveness and reconciliation.
  - Unity – we commit to walk in unity with grace and truth.

- Accountability – we commit to being accountable to others that we might produce fruitful returns.
- Fun – we commit to having fun as a team and family!

## **SCHEDULING**

All scheduling information is done through <https://www.planningcenteronline.com>. All ministry information is dispersed primarily through Planning Center emails, as well as through our Monterey Worship Ministry Facebook Group. This group is “closed” – you must be invited by the administrator to be a part. If you are NOT a part of this group, please let one of the MLT know.

As potential team members go through the audition and placement process, the MLT works *prayerfully* to determine the best placement and fit for the season for each applicant.

## **ROTATION**

Our scheduling philosophy constitutes a rotation of all instrumentalists and vocalists. If you’ve been excluded from your team’s schedule, it was likely done in error. Team members in this situation should contact Sam Souder ([ssouder@montereycoc.org](mailto:ssouder@montereycoc.org)) so he is aware.

## **CONFIRMATIONS AND CANCELLATIONS**

Once scheduled for a service, an email will be automatically sent to you, asking for a confirmation. Simply follow the link in the email or log in to the website to confirm or decline. If you are scheduled for an event for which you cannot service, you may decline the event by inputting a reason for the decline. *Bear in mind that as we ask for block-out dates in advance, there should not be many declines.*

## DRESS CODE GUIDELINES

The platform is the most visible place in the church. As leaders on the platform, the clothes we wear need to be considered intentionally, and with care. 1 Samuel 16:7 says, "...People look at the outward appearance, but the Lord looks at the heart." We can convey our value for what we're doing and the King we are worshiping by what we wear. This means we need to consider the level of excellence with which we dress and the level of modesty we're presenting. Dress so the congregation can see Who we're worshiping, and not us as leaders. Here are some guidelines to follow (this is not an exhaustive list):

- No holes in jeans.
- No shorts or t-shirts.
- No low-cut or skin-tight clothing.
- No bare shoulders.
- Wear an undershirt of an appropriate color when needed.
- If wearing a button-up shirt, please make sure the shirt is buttoned at an appropriate place.
- Before you finalize your outfit, make sure you can jump, bow, clap, kneel, walk, lean forward, and move. Your level of expression cannot be determined and/or inhibited by your clothing. If any part of your outfit prevents any of the above-listed forms of expression, it's not appropriate for any service at Monterey, and it will be addressed.
- **Air ducts are positioned directly above the platform...so please be mindful when choosing dresses or skirts to wear.**

## PREPARATION AND REHEARSALS

### PREPARATION

- Come prepared spiritually. Come in tune with God. Ask Him what His heart is so when we come together we can move unified as a team. Take time to seek Him before you come.
- You'll find the song lists posted on the schedule several days in advance of rehearsals. Click the links to listen to audio recordings and view the sheet music.
- Strive to play/sing all songs exactly as posted or notated on charts, **and commit to memory all music so that you will not be dependent on charts or music during service times.**

### PRACTICE & REHEARSAL

- There is a difference between **PRACTICE** and **REHEARSAL**. *Practice* is how we prepare on our own at home, in the car, etc. *Rehearsal* is when we put all of our individual practice together.

- **Rehearsal is a band-vocal-technical run through** – it should NOT be the first time you look or listen to the music. Prepare beforehand so our sound check and rehearsals are successful and move quickly, out of respect for others' time.
- Be ready to rehearse and in position before all scheduled rehearsal and service times (rehearsal times will be on Planning Center Online emails and on the service page if you ever forget).
- Be prepared to make any changes to the arrangements and production of all songs on the song list and be willing to work with team leaders while exhibiting a helpful and positive attitude.

## PLATFORM PRESENCE

Body language is a huge form of communication. We all know what it is like to say one thing while our body is actually saying another. When you are on the platform, your presence is as important as your musicianship. Smiles, hands raised, eyes closed are outward expression of the worship taking place within our hearts.

### TIPS FOR BETTER PLATFORM PRESENCE

- Look in the mirror and watch what you look like – jump, clap, bow, dance, raise your hands, be engaging. If something appears awkward, adjust it to make sure you are communicating what you want to communicate.
- Do not let the congregation determine your level of expression. Sometimes they will not be engaged in worship. As leaders, we always need to be engaged. Show them an example of how to express worship. Most of the time, they simply need to see worship in order to learn how to express it on their own.
- Be *sincere*. Worship from your heart. Give a warm smile from within. We are leading people from all different circumstances, so remember that a warm smile ministers more than you realize.
- **Vocalists** - When you are singing, have the microphone to your face but don't block it. When there is a long period of time in which you're not singing into your microphone, move it away from your face but still continue to sing and worship. Stay engaged at all times.
- **Instrumentalists** - Be sure to stay engaged in worship. Practice ahead of time so you don't have to focus on your instrument the whole time. Sing while you play. Seeing a musician singing from their heart can really lead people well. Move around your area. Use your space to the fullest. When there is no movement, the platform can look stagnant.

## **MORAL RESPONSIBILITIES**

This manual is not intended to be a complete rulebook for all personal activity of our team members. It is, however, a set of guidelines and communication items that we would rather address on the front end, instead of waiting for an incident to take place.

### **ALCOHOL AND DRUG POLICY**

In keeping with our calling to be worshipers on the platform as well as off, participation in any behavior which may impede our ability to be witnesses for Christ and examples of Christ-likeness will be grounds for immediate removal from any and all team participation. This includes, but is not limited to:

- Drunkenness
- Coming to services or rehearsal while under the influence
- Intoxication

We desire a safe place for members of our worship ministry to rehearse and serve, and any evidence of substance abuse which endangers self or others on our team are in direct violation of the mission of our ministry.

### **SEXUAL PURITY**

The Word of God is clear that any sexual relationship outside the Biblical covenant of marriage is strictly forbidden. We also believe that God has called us to a standard of high accountability when it comes to the relationships we are involved in with other members of the team and with people outside of our team. This high standard requires us to set forth certain guidelines that will ensure that we avoid the appearance of immorality. For clarification, here are several standards we commit to adhere to:

- We will keep our eyes pure and we will not allow pornography, inappropriate media, etc., to contaminate our heart and spirit (Ps 101:3).
- All male-female relationships will glorify God and will be accountable to those around us by:
  - Not being alone in apartments or homes.
  - Not engaging in sexual activity that is reserved for the institution of marriage.



## **DISCIPLINARY ACTIONS**

Ministry team placement may be revoked in the actions of a team members are deemed detrimental to the ministry of Monterey worship and/or Monterey Church. Such discipline will be carried out at the discretion of the worship minister and MLT and may be different depending on each individual/situation that may arise, and will be done in a loving, constructive manner that encourages reconciliation, restoration to team involvement (if appropriate) and relationships, and healing. Reasons for discipline may include, but are not limited:

- Violation of alcohol/drug policy
- Violation of sexual purity as described in this document or elsewhere in scripture
- Demonstrating a pattern of tardiness to rehearsals and/or services
- Demonstrating a lack of preparation prior to rehearsals
- Showing a lack of respect to fellow team members in language, attitude, etc.

## **EXITING THE TEAM**

Should the need arise for you to exit ministry participation for a season or indefinitely, please talk with the worship minister or a member of the MLT.

## **IMPORTANT LINKS AND CONTACT INFO**

### **Sam Souder (Worship Minister)**

[ssouder@montereycoc.org](mailto:ssouder@montereycoc.org)

(817) 307-5278 (cell)

(806) 795-5201 (office)

### **Planning Center Online**

[www.planningcenteronline.com](http://www.planningcenteronline.com)

### **Monterey Worship Facebook Group**

<https://www.facebook.com/groups/494615647372578/>