



**COMMUNITY
FELLOWSHIP**
CHURCH

WORSHIP ARTS

Volunteer Handbook

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Mission

The CFC Worship Arts Ministry seeks to support the mission and vision of the church to make committed followers of Christ fueled by Worship (Psalm 5:7, Romans 12:1-2, Matthew 22:36-37), Evangelism (Acts 20:24, Luke 5:30-32, Mark 16:15), Discipleship (John 1:43, Luke 14:26-27, 2 Timothy 2:2), Fellowship (John 13:34-35, Ephesians 4:25-26, 32, Acts 3:42), and Service (Matthew 25:34-40, Mark 10:45, Romans 15:1-3).

Our mission as a ministry is to walk together as disciples of Jesus, learning what it means to worship amidst our own brokenness. We seek to be led by the Holy Spirit as we cultivate a lifestyle of authentic and passionate worship using our creative gifts and talents to give God glory. This mission is crucial to the spiritual health, well-being, and growth of our local and global church family and the mission of the church in this world.

Vision

Our Vision as a ministry is to create and foster a community of creative individuals who desire to build healthy, safe and engaging environments to praise, worship and encounter Jesus. We will accomplish this through the use of music, light, media, dance, drama and other creative art-forms. We desire to point all people to Jesus through authentic worship with musical, creative and technical excellence both inside and outside of the physical church walls.

Why the Worship Arts Ministry Exists

The Worship Arts Ministry exists for creative artists to express their passion and artistry as a form of worship to God. The people who make up this ministry family at CFC see themselves not only as artists but also as leaders who offer their gifts to God as a sacrifice of praise and an example to others of worship to our Creator. The many teams that make up this ministry at CFC exist to give opportunity to all creative types in the church to express their love, passion, devotion and worship in their own unique and profound ways. The creative arts are simply a tool we use to give God glory and are not meant to be the object of our affections or worship. Through creative artistic expression we can communicate to God, inspire our church family, evangelize and share the gospel and grow deeper in our daily-devoted life as Christians and disciples of Jesus Christ.

Philosophy of Worship

Throughout the Old and New Testaments, worship is a central and key discipline of the devoted Christian life. Worship is more than the creative artistic expression. True, authentic worship is a lifestyle led by the Holy Spirit – it is both an action and a state of mind.

Music is just a tool we use in the church to collectively, with one voice, offer our praises to our Creator. Like a craftsman wielding his chisel and hammer to discover a masterpiece, so a musician utilizes notes in a scale and his voice to form a masterpiece as an offering for his King. Worship is a lifestyle, an on-going activity within the life of a believer and is a central component to the health and well-being of the church of Christ in the world. We can deliberate over the form our worship takes but the centerpiece of our worship, who we worship, is the key component of our identity as disciples of Jesus.

Worship is the humble response of a grateful sinner's heart. The discovery that we are nothing apart from the grace of God is the springboard from which our worship and our praises rise. The mission of God in this world is for His glory and His name to be known and be made more famous than any other name. How we live, how we spend our time, what we value and treasure, what steals our affections and attention are all intimately tied to the heart of a worshipper and the health of that heart is directly tied to the mission of God in our world and the ministry of the church in our place and time in history. Worship is love expressed. Worship is in the very DNA of our lives as Christians and disciples. We may rarely get it right but our hearts should always be pursuing a life of worship.

When we look to scripture to fully understand a life of worship, we need to focus our attention to Jesus' words in *John 4:23-24* –²³ *But the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and truth, for the Father is seeking such people to worship him.* ²⁴ *God is spirit, and those who worship him must worship in spirit and truth.*

To worship "in truth" is to worship God through Jesus and to worship "in Spirit" is to worship in the new realm which God has revealed to all people. The Father seeks true worshipers because He desires to see His people live in reality not in falsehood. Everything we do must be for His glory and His glory alone. In *Matthew 5*, Jesus declares ¹⁴ "You are the light of the world. A city set on a hill cannot be hidden. ¹⁵ Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. ¹⁶ In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." All that we accomplish as a ministry must be for

His glory. We forfeit ourselves and our preferences, our egos and our agendas and we give all we are to the Glory of God and the building of His kingdom here on earth.

QUALIFICATIONS, EXPECTATIONS, AND GUIDELINES

Spiritual Maturity

A devoted life is a disciplined life. At the heart of our worship is a humble state of brokenness. In order to be a leader in the church, we must be mature and disciplined believers, teachable and willing to lay down our preferences, egos, and agendas in order to pursue an authentic life of worship. A *stage* is a place of performance. A *platform* is a place of influence. At CFC we lead from a platform and are humbled by the opportunity God has given us to influence our church family in the art and exercise of the spiritual Christian act of corporate Worship.

Serving in the Worship Arts Ministry is a privilege and commitment, not a chore or task to be taken lightly. The constant pursuit of excellence in our artistic or technical craft is necessary to serving on this ministry team and requires a constant state of humility. We recognize that no one is perfect and we all have days when we struggle, but we still seek to encourage and inspire one another to serve and worship God with the best we have to offer.

Serving on the Worship Arts team also means committing to a life that seeks to spend time with God on a regular basis through meditation, prayer, silence, daily devotional readings, spiritual discipline exercises or any other number of methods. Our private regular devotion to God has a profound and direct impact on our lives as worshipers and leaders when we gather to worship as the Church.

Personal Conduct

One of the goals of the Worship Arts Ministry is to facilitate the growth and development of Christian character that is in line with biblical principles. It is standard that volunteers live in such a manner that brings glory to Christ in their behavior and attitudes both inside and outside of Church settings. Therefore each volunteer is expected to:

- Exemplify living as a Committed Follower of Christ
- Abstain from biblically immoral practices including; drunkenness, drug use, stealing, slanderous or profane language, dishonesty, occult practices and sexual sins (premarital sex, adultery and homosexuality) or any other behavior that is considered destructive to Christian character and witness. (*Ephesians 5:1-21, Galatians 5:19-21*)
- Avoid harmful attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behavior (such as gossip, divisiveness and complaining) that disrupts the unity and health of the Church body. We agree to handle conflict according to Jesus' teaching in Matthew 18.
(*See also Galatians 5:19-21, Ephesians 5:1-21*)
- Show respect for pastors and leaders and run with the vision set forth by our Lead Pastor and Elder team.
- Show respect and consideration for other members of the worship team.

Audition and Membership Process

Phase 1 – Auditions/Interviews - These are an opportunity for us to learn more about you and your background, your heart and desire to worship, as well as hear your level of skill at your instrument on a very technical and practical level. Be prepared to share your testimony and answer questions about your background in music and worship. All auditions are scheduled through Planning Center Online where you'll find your audition materials including song selection, mp3s and chord charts.

- **Vocalists** - We will assign you two songs (one lead song and one song to sing harmony) and we ask you to prepare one song that you feel showcases your voice well. These auditions are acoustic in nature and are intended for us to hear and get a sense of your raw vocal abilities. The Worship Arts Director and Vocal Team leader will run your audition. Things we listen for in auditions included style, pitch, tone, rhythm, timbre, ability to stay on beat and in

time, etc. Some prior experience with in-ear monitors is very helpful but not required.

- **Instrumentalists** - We will assign you two songs to prepare. Depending on your instrument we will invite other instrumentalists to participate in your audition. Some prior experience with in-ear monitors is very helpful but not required. Things we listen for in auditions include playing in time with the click, part preparation and recreation, how much originality do you bring to the table, level of knowledge and skill with your instrument, self-awareness as part of a larger ensemble.

Phase 2 – Trial Period – If the audition is successful then you will be invited to participate in Saturday rehearsals for a trial period. These rehearsals are an opportunity for you to acclimate yourself to serving regularly and understand the level of commitment that is involved with each scheduled opportunity. At the end of this predetermined trial period, a final evaluation will be scheduled with the Worship Arts Director and your team leader to make a final decision on committing to serving on the team on a long-term basis. In this season of on-boarding, it's important for us to see how you interact with the rest of the team, gauge how comfortable you are on a platform, and give you the opportunity to shadow other team members to better learn your role on the team. Not only is your talent and technical ability important but even more so is your ability to relationally connect with and work as part of a larger team towards a common mission and goal. For audio, lighting, and media technicians, this period will include training session(s) and orientation(s) to familiarize you with the many job responsibilities serving requires.

SCHEDULING & POLICIES

All scheduling is done through Planning Center. Our goal is to rotate our team members to serve on a once-per-month basis. We schedule 2-3 months in advance.

Weekly Schedule

The weekly schedule for serving on the Worship Arts Team is as follows.

Call Time is the official start time. Your arrival time will fluctuate depending on your preparation responsibilities prior to Call Time.

Saturday Service (*Musicians, Audio, ProPresenter, Lighting*)

- 4:00pm – Call Time
- 4:00 - 5:35pm – Rehearsal
- 5:40-5:45 - Pre-Service Meeting
- 5:45pm – Auditorium Doors Open
- 6:00 – 7:00pm – Service

Sunday Services (*Musicians, Audio, ProPresenter, Lighting, Camera Operators, Video Director, Service Producer*)

- 8:00am – Call Time
- 8:00 - 8:35am – Sound Check
- 8:40am – Pre-Service Meeting
- 8:45am – Auditorium Doors Open
- 9:00 - 10am – First Service
- 10:05 - 10:50am – Breakfast and Rest
- 11:00am – 12:00pm – Second Service

Preparedness

We do not have mid-week rehearsals at CFC; therefore, it is imperative that you come prepared. Rehearsals are an opportunity to connect with one another, worship together, and prepare on a spiritual, technical, and practical level to lead CFC in our services. You are expected to be comfortable with and know your vocal or instrumental parts well coming into rehearsal. This means that there is an expectation for you to prepare and rehearse on your own time prior to rehearsal. Rehearsal is not a place to learn the song for the first time but for us to come together as a team and prepare and discover the best arrangement for our instrumentation, our set list, and our church. While we come prepared knowing our parts, we also come to rehearsal with flexibility and creativity, willing to collaborate with the team and adjust our parts in the songs based on what we decide collectively as a team when we come together.

Missing Rehearsal will generally result in not being allowed to participate in weekend services. If you cannot attend a rehearsal please notify the Worship Arts Director immediately by no later than the night prior to rehearsal. (All circumstances will be evaluated individually).

Block-Out Dates and Scheduling Conflicts Policy

We believe that a healthy team is made up of committed individuals. Our scheduling policy reflects our desire to help our team members maintain a high level of commitment so that we as a team can operate efficiently and effectively.

Prior to making the schedule you will receive multiple email reminders to utilize the "Block-Out Dates" feature in Planning Center and block out dates/weekends in the calendar that you know you are unavailable to serve over the course of the following 2-3 months. You will be given a 5-day window to accomplish this task. After that 5-day window you will be placed on the schedule and the expectation is that you will respond to your assigned service requests within 48 hours of receiving the request via email. If you are placed on the schedule, did not block-out dates, and cannot serve on the date you are assigned, we expect you to find someone else to replace you on the schedule. If you find a replacement please notify the Worship Arts Director or the Worship Arts Coordinator ASAP. If you cannot find someone to replace you or switch with you, the expectation is that you will still serve on the weekend you are assigned. Like any job or workplace environment, should you be unable to work a shift, the onus is on you, the employee, to find someone to cover your shift or switch shifts with you. This will be our model as well.

If you show a continuous track-record of not responding to scheduling requests in a timely manner as outlined above, fail to block-out dates regularly when asked, or show a general inability to commit to serving when scheduled, you will be asked to step down from the ministry. After 6 months we will meet to reevaluate your future commitment to volunteering in the Worship Arts Ministry and you may be required to re-audition and re-interview in order to return. This will be considered and dealt with on a case-by-case basis.

Extenuating Circumstances Policy

Life happens. Unexpected events occur. We understand and will try to accommodate as best as we can. If you are scheduled to serve and something urgent arises that needs your attention please notify the Worship Arts Director or the Worship Arts Coordinator ASAP so that we have ample time to find your replacement. Extenuating circumstances may include, for example, health or family emergencies or last-minute work-related commitments.

Dress Code Policy

Modesty is key. Be careful not to bring attention to yourself by your wardrobe/attire. The platform is a place of influence not a place of performance – we are there to lead people to worship and see Jesus Christ, not draw attention to ourselves. We want to give our team freedom to dress appropriately, comfortably, and to each individual's comfort and style, but we do have a few guidelines:

1. No tank tops for the men, and no spaghetti strap tanks for the gals.
Modest wide-strap tank tops with NO cleavage or bra/bra straps

showing are okay. A good guide: if you wouldn't wear it in an office workplace, it's probably not a good fit for stage.

2. No yoga pants or legging type bottoms without a dress, skirt, or shirt that covers the front and back of the hip area (Women) – Cover that derriere!
3. Shorts: shorts for either gender may not be shorter than 2" above the kneecap.
4. Sandals and open-toe shoes are okay during warmer weather as long as they do not impede your ability to worship without incident.
5. No hats on stage at any time.
6. Ripped denim: propriety will be determined by the location and size of the rips. A rip in the knee: okay. A rip in the thigh: no. Consider skirt/shorts guidelines when deciding whether a rip will reveal the leg appropriately.
7. Please use your own personal discretion with:
 - A. Clingy Tops and Bottoms (Men & Women)
 - B. Skirt and Dress Length (Women) – People are physically looking up at you on the platform which gives the appearance of a dress or skirt being shorter than it actually may be.
 - C. Weekend services are not a place to advertise our political preferences so please refrain from wearing any advertising or graphic clothing that could offend or divide.

COMMITMENTS

Commitment to Ministry Preparedness

As leaders in the church it is our duty to come prepared not only to play, sing, or serve but also to minister. Spending time in the presence of God through prayer, communion, and personal worship throughout the week is vital to our spiritual health and well-being. This has a direct impact on our ability to minister and serve from a healthy, refreshed and renewed state. It is important that we spend time in prayer and anticipation of what God will do and thanking Him with a grateful heart for what He has done and is already at work doing.

Commitment to Growing Spiritually

It's vital that we are committed to maturing in our Christian walk. The heart and nature of our personal worship will deteriorate if we allow ourselves to grow lifeless or complacent in our spiritual journey. How we spend our time each week has a direct and profound impact on the quality and ability to lead in

worship. We want you to know that we value your spiritual development and maturity and we want to make sure you have every opportunity and tool available to you so that you grow as you serve.

Commitment to Creative/Technical Excellence

Like an athlete who trains and exercises to improve strength, speed, skill, endurance, so too should a musician train him or herself to improve and perform with excellence. It is crucial that we hold a high standard of continuously working at our instrumental, vocal, or technical abilities to become the very best we can be and bring our very best to the table when serving God. This includes personal practice, preparation, and/or training as well as rehearsing with the team. It's absolutely important that we sharpen one another and cultivate a culture of professionalism and excellence in our craft by maintaining an atmosphere of encouragement and healthy, constructive and critical feedback.

Commitment to One Another

We are a team made up of uniquely gifted individuals from multiple walks of life, with multiple talents and with a variety of personalities. Yet we are not just a collection of individuals, but a single unit with many giftings and unified in one goal: to minister firstly to the Lord, then to the body of CFC, then to our team. May we be marked by unity and humility, desiring to model the servant-leadership demonstrated by Christ. May we never seek our own attention but desire to speak life and encouragement of those around us. And may we a Worship Arts Team who pursues the Lord in our own daily walks so that we serve on the weekends out of an overflow from our personal time spent with Jesus.

work hard to lead our team with courage, vision, conviction, and compassion with honesty and transparency.