

Greater St. Mary Missionary Baptist Church

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Music Ministry Handbook

Purpose Driven Team#2 - Worship

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“Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.

Colossians 3:16 (KJV)

A Prayer to Begin the Journey

*Father, I pray that you give me the desire to change.
Long ago I concluded that I cannot help myself
in the struggle against sin. Show me that things can be
different; grant me the grace to follow through with
any commitments I make.*

*At this time I affirm that I belong to You, and as best as
I know how, I surrender myself to You; more than that,
I look to the risen Christ, confident that everything You
ask me to do is based on what He has already done.
Help me not to fear, but to proceed in hope and faith.*

*I come under Your authority that I might exercise your
authority as a member of Your family. I resist Satan
that he might flee from me. Help me to be willing to
“resist unto death” against the sins that entangle me, in
Jesus’ name, AMEN.*

GSM Music Ministry Purpose, Goals & Objectives

Purpose

To lead the church in worship so that the believer will glorify and exalt the name of the Lord Jesus through proper lifestyle and relationship; and to effect healing, salvation, and reconciliation in the unbeliever through psalms, hymns and spiritual songs. (Ephesians 5:19)

Goal

To carry out the vision of the church that was given by our pastor.

Objectives

- To lead the church into the presence of God so that they will worship and give the glory due His name in the beauty of holiness. (Psalms 29:2)
- To aid in preparing through music the hearts of both the believer and the unbeliever to receive the message of Jesus Christ. (Luke 1:7)
- To evangelize via music ministry in nursing homes, prisons and any other place the message of Jesus Christ is needed.
- To provide members of the church with musical gifts and talents an opportunity to exercise their skills for the sole purpose of magnifying God and edifying the church.
- To reproduce ourselves in others so that we may grow musically, spiritually and quantitatively.
- To provide music for special occasions such as weddings, funerals, revivals, and seminars etc...

We must first understand that one must be CALLED to any ministry and those who the Lord calls, He equips as well. We encourage you to seek the Lord's guidance before making the decision to be a part of the Music Ministry; to be confident that your involvement is not based on your own desire or personal ambitions.

Those who desire to serve in the Music Ministry should examine themselves by asking the following questions:

- (1) Am I a committed follower of the Lord Jesus Christ?
- (2) Am I a tither? (Robbers cannot truly minister.)

- (3) Am I called by God and led by His Spirit to be involved in the Music Ministry at GSMMBC?
- (4) Am I committed to the leadership, vision and work of the total church ministry?
- (5) Am I able to submit to the leadership as well as to the policies of the Music Ministry?

No one is required to be a trained singer to be a part of this ministry but one should expect to grow as a singer by rehearsals and prayer. Musicians should already have some level of skill on their particular instrument but should also practice for musical and spiritual growth, in other words: “Whatever you do, do it heartily as to the Lord and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance, for ye serve the Lord Christ”. - *Colossians 3:23-24*

The words of Paul also outline what each member of the Music Ministry should exemplify. “If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your interest, but also to the interest of others”.

Philippians 2:1-4 (NIV)

Loyalty, unity and seeking the good of others above yourself should be the aim of those involve in this Music Ministry. Remember that the purpose of the Music Ministry is to glorify the Lord and bless others through the musical gifts, talents and abilities we have been blessed with. Therefore each person should constantly seek to know the Lord better and to live a life that is pleasing in His sight. The Music Ministry is an essential part of the total ministry of the church. Our dedication and commitment is so important if we are to successfully minister to God’s people through song. Prayer is a vital part of preparing to minister. Remember there can be no commitment where there is no consecration, because it is our consecration that keeps us focused on the one that really ministers through us.

WORSHIP: A CELEBRATION

What is Worship? Whom shall we worship? How should we worship? Who is the Object of our worship? What is the difference between “coming to church” and “worship”? What is the difference between “worship”, “prayer” and “praise”? Where does one worship? Is worship a service? How often should one worship? Is our worship affected by our beliefs? Does the preacher determine our worship? Can one worship at home as well as at the church? What makes the difference in one’s worship experience? Does God allow us to worship whenever we get ready? Does God allow us to decide to worship?

These are just a few questions to get us thinking seriously about our worship experience.

The word “worship” is derived from the word “worthship”. It is with this word that we set the tone for this discussion. When one recognizes and realizes the “worthship” of God, and man’s “unworthiness”, then, our “worship” takes on a most vital and new meaning. It is only at this point that we will give Him the adulation, adoration and reverence that He so rightfully deserves. It is at this point that those who seek to “worship Him in spirit and in truth” fully submit and humbly seek His holy presence. (Ps. 95:6) Thus, the worship experience begins as we give Him “adoration”. (Ps. 34:1, 3; 145:4) At this moment the “celebration” begins to become a reality. “The joy of the Lord is my strength”. (Neh. 8:10; Isa. 12:3-5; Phil. 4:4; I Thess. 5:16). Those who seek to worship must take on the attitude of total submission and give up the significance of self-worth.

Worship is man’s one-on-one encounter with God! Worship is active and must be done afresh in each experience. Worship is the total response of each individual to the call of God. Worship is being at-oneness with God. Worship is creative encounter of man with God. Worship is a living and vital relationship with God. Worship is an unceasing quest of man in response to God’s call and must be created over and over, with no end not completeness. Worship is a verb and not a noun. In other words, worship is active and not passive. Worship is individual and no one can worship for another. Worship is man interacting with God. Worship is one’s complete response to the love of God (*John 3:16* states: *For God so Loved...*). Worship is concerned with the whole of life. Worship is and should be the ultimate concern of every believer in Christ. Worship is such a privilege and God expects us to worship. Worship is the celebration of the mighty acts of God, who has moved in history, confronting the worshipper in a personal and corporate manner. Christian worship, then, celebrates God’s love completely and fully demonstrates how the life, death and resurrection of Jesus Christ, His only Son, has given the worshipper triumph over death, sin and evil. Needless to say, the worshipper must read God’s Word and allow the scriptures to be the authority.

KINDS OF WORSHIP

There are two kinds of worship: **personal and corporate**. Personal worship is the individual's private and personal time spent with the King of Kings. Since meaningful worship requires the whole of man, then, one's total life should be aimed towards a constant submission to Christ. Therefore, one must learn to worship as a way of life. Man's personal worship prepares for the corporate experience. Corporate worship is the coming together of faithful believers to celebrate the birth, life, death and resurrection of our Lord and Savior, Jesus Christ. One must spend quality time in preparation for this blessed privilege. Then and only then, can the worshipper be sensitive to the Holy Spirit's guidance.

Worship affects/effects the life of the worshipper. It changes the heart and is affected by one's lifestyle. (*Heb. 10:22*) There is a great personal enjoyment in worshipping God, therefore, emotions play a part but must not be a stimulus to worship. Just keep in mind that we are created for His enjoyment. (*Rev. 4:11*)

The worshipper must be careful however, to be involved wholeheartedly and not run the risk of becoming "sounding brass" or "a tinkling cymbal".

WHY WORSHIP?

WE WORSHIP BECAUSE GOD IS GOD!

(*John 1:1; Mal. 3:6; Rev.22: 13*)

We worship because God, alone, is worthy. (*Rev. 4:11*)

We worship because God expects us to and extends the privilege.

Please read Psalm 100.

We worship because God is so merciful.

Read Psalm 51.

We worship because God is truth and is the only One worthy to be worshipped. (*John 14:6; John 16:13; John 4:20; Rev. 19*)

Finally, the worshipper must never forget that the ultimate goal of every Christian is to make our home in the heaven with God, our Creator, where we will never cease to worship the King.

HINDRANCES TO WORSHIP

The greatest hindrance to worship is **self**. *Exodus 20:3* states: “Thou shalt have no other Gods before me.” Other hindrances include: money, pleasure, recreation, family, possessions, science, men, (Acts 10:25-26, angels (*Rev. 19:10; Col. 2:18*) and nature (*Deut. 4:14-20; Job 31:24-28*).

False Concepts of worship include: human tradition (*Col. 2:8*); man-made expediency (*I Chron. 16:29*); created church policies (*Rev. 2:7*); personal opinions and conscience. (*I Tim. 1:5*)

TRUE WORSHIP IN THE MUSIC MINISTRY

True worship takes place within the quietness of the individual. True worship is subjection to Jesus Christ. True worship depends upon the kind of God you worship. Any religious atmosphere does not condition true worship. It is like a well of water springing up from within the heart of the lover of the Beloved Christ.

One author has stated the “true worship is to quicken the conscience by the holiness of God, to feed the mind with the truth of God; to purge the imagination by the beauty of God; to open the heart to the love of God, and to devote the will to the purpose of God” In other words, worship is all that we are responding to all that He is.

WHY IS “TRUE WORSHIP” SO SIGNIFICANT? Because *John 4:23* tells us that the Father seeks true worshippers. In fact, God saves men to worship Him – making it the goal of God’s redemptive plan.

WHAT IS THE SOURCE OF WORSHIP? Again, *John 4:23* states that the Father seeks out individuals to worship Him and then redeems and transforms them into true worshippers. Therefore, the source of worship is **salvation**.

WHO IS THE OBJECT OF WORSHIP? When we seek to worship, it is to focus on God and to worship Him in His “Trinitarian” fullness as Spirit and as the Father of our Lord, Jesus Christ. Worship should not be evaluated on the basis of what it does for us, **but must be on our purpose to give to Him**.

WHERE SHOULD WE WORSHIP? In *John 4:24*, it states that “God is a Spirit”. Therefore, we are to worship everywhere. In corporate worship, however, there is still a unique building made up of living stones that are “built together for an habitation of God through the Spirit” (*Eph. 2:22b; I Peter 2:5*). God is to be worshipped in all places and at all times but in corporate assembly of His redeemed people, refer to *Hebrews 10:25a*.

WHAT DOES IT MEAN TO WORSHIP IN “spirit and in truth”? Worshipping in “spirit” refers to the human spirit – the inner person. We are to worship from the inside out. It’s not a matter of being in the right place at the right time, with the right words, the right demeanor, the right clothes, the right formalities, the right activities, the right music, or the right mood. **NO! NO! NO!** It is what’s on the inside that counts.

Seven Confessions of a Music Ministry Member

1. I am a member of the church Music Ministry because I am called, anointed and appointed to serve in this ministry.
2. With the help of the Holy Spirit, I will aid the Leadership of the Music Ministry to run with the vision of my church and carry out the Purpose, Goals and Objectives of the Music Ministry with love, diligence and excellence.
3. As a member of ministry, it is my responsibility to promote love and unity; and to put away all evil speaking, envy and strife. *(Ephesians 4:29-32)*
4. Being a member of the Music Ministry means that I am committed to being in my place of position at all rehearsals, worship services, church school and prayer meetings.
5. I further vow to learn all I can to become skilled at what I do for God. I will study so that I may receive God's approval and need not be ashamed. *(Psalm 33:3; II Timothy 2:15)*
6. At all times, I will speak well or not at all regarding the Music Ministry, its leadership or its members. Moreover, I vow to pray for the Music Ministry, its leadership, and its members on a constant basis.
7. By these confessions, the Music Ministry is increasing musically, spiritually, and numerically. I am becoming all that a Music Ministry member is to be, so that I may catch the spirit of my leadership and reproduce myself in others.

Areas of the Music Ministry

I. Minister of Music

- a. role/requisites

II. Choirs

- a. Children's Choir
- b. Youth Choir
- c. Inspirational Choir
- d. Gospel Choir
- e. Male Chorus
- f. Mass Choir

III. Choir Officers

- a. Section Leader
- b. President
- c. Vice-President
- d. Secretary

IV. Directors/Musicians

- a. role
- b. duties/responsibilities

V. Media Ministry

- a. Purpose

VII. Music Library

The Role of the Minister of Music

The role of Minister of Music is one that is often under estimated. Most people think this role is just playing and teaching songs, but it is definitely MUCH more than that. Firstly, let's deal with who they really are according to God's Word.

LEVITES

Descendants of Levi, is also the distinctive title of that portion of the tribe that was set apart for the service of the sanctuary and subordinate to the priests (Num. 8:6; Ezra 2:70; John 1:19).

CONSECRATION

The consecration of Levites began with sprinkling them with the “purifying water”, followed by shaving off the hair of the entire body, washing the clothes, and accompanied by the sacrifice of two bulls, fine flour, and oil (Num 8:6-15).

REQUISITES FOR THE ROLE OF MINISTER OF MUSIC

- I. To be able to play piano, organ, keyboard with skill.**
(Ps. 33:3; I Chronicles 15:22)
- II. To administrate and organize.** *(Num. 3:24, 30,32)*
The functions for the whole tribe of Levi were to preserve the law of Jehovah in all its integrity and purity, to see that its requirements were duly complied with.
- III. To get along with people-especially the Pastor and musical assistants.**
(2 Chr. 17:8-9; Neh. 8:9; Ezek. 44:23; Mal. 2:7-8)
The Levites, apart from their priestly portion, were to act as Assistants to the sons of Aaron “for all the service of the tent”
(Num. 18:1-6).
- IV. To see his/her role as an assistant to the Pastor.**
- V. To be punctual, dependable and faithful.** *(2 Chronicles 16:9)*
- VI. Must have the ability to transmit knowledge and skill to others (a good teacher)** *(Eze. 44:23)*
- VII. To make music the servant of the spoken Word.**
(2 Chronicles 5:12-13)

CHOIRS

The Greater St. Mary Missionary Baptist Church Music Ministry is composed of several choirs with each having specific goals, functions, and responsibilities. All choir members must complete New Members class, be a regular tither and attendee, and be on Church records as an official member. Also you must attend two (2) rehearsals before ministering with the choir. You may attend rehearsals while completing New Members Class, but must be completed before ministering with the choir. Each choir shall have a President, Vice-President and Secretary. Choirs should not respond to communications or invitations unless approved by the Pastor.

Each choir is responsible for song service on that choir's specific Sunday unless otherwise told. Rehearsals are on the Wednesday before immediately after Prayer meeting. The list of Sundays is as follows:

- 1st Sunday-S.C. Tolbert Inspirational Choir
- 2nd Sunday-GSMBC Mass Choir
- 3rd Sunday-Youth & Children's Choir
- 4th Sunday-Gospel Choir/Male Chorus
- 5th Sunday-GSMBC Mass Choir

Children's Choir

The Children's Choir is made up of children ages 3-11. This group focuses on basic Word & Action songs to cultivate a spirit of praise and learning of basic Christian principles.

Youth Choir

The Youth Choir is made up of youths age 12-24, unmarried with no children. This group focuses on traditional gospel music & contemporary gospel music including Christian Rock & Rap. In an effort to "serve this present age", the Youth Choir is committed to making the gospel "attractive" while keeping it "authentic".

The S.C. Tolbert Inspirational Choir

The Inspirational Choir is made up of youth & adults age 15 & older with focus on traditional & contemporary gospel, spirituals, anthems, and hymns. Members of this group should expect to be challenged both musically and spiritually.

Gospel Choir

The Gospel choir is made up of adults 30 & older with focus on traditional gospel, hymns and spirituals. Members of this group should expect to be challenged both musically and spiritually.

Male Chorus

The Male Chorus is made up of men 18 & older with focus on traditional gospel, quartet styles, and spirituals. The aim of this group is to build relationships among men in the Christian setting by ministering in song together.

G.S.M.B.C. Mass Choir

The Mass Choir is made of members of all choirs in the Music Ministry except the Children's Choir. This group focuses on traditional gospel, contemporary gospel, anthems, spirituals, jubilees and hymns. Members should expect to perform all types of sacred music and learn basic musical and vocal techniques. The Mass Choir also renders song services for all annual-days, funerals, and travels with the Pastor.

Choir Responsibilities

- 1. All Choir Members must own a Bible and a hymnal (The New National Baptist Hymnal) and should bring them to all rehearsal and services.**
2. Choir Members must maintain appropriate decorum while seated in the choir stand. We should refrain from walking, talking, eating chewing gum or any form of distraction.
3. Choir Members should avoid bringing babies and children into the choir stand. If you must keep your child then you should sit out in the audience for rehearsals.
4. Choir Members must be in uniform for all services. Robes should only be worn in the sanctuary, not outside, in your car, while eating, etc.
5. No earrings or excessive jewelry when robes are worn. At no time should males wear earrings while ministering with the choir.
- 6. Choir members should arrive on Sundays by 10:30am for preparation, prayer and consecration. Musicians should arrive at 10:00am in order to check equipment.**
- 7. Choir members should avoid using cell phones during rehearsals and services.**
8. During worship services and rehearsals, choir members should focus their attention on the director and follow his/her lead when singing, standing, sitting, clapping, and rocking, etc.
9. In order to give God our best, choir members must attend rehearsals. Any member who misses rehearsal will not be allowed to minister on Sunday. Extenuating circumstances will be considered.
- 10. Small tape recorders (optional), pen/pencil and songbooks should be brought to rehearsals.**
- 11. Choir members who wish to submit music should give the song to their respective Choir Director who will then submit it for approval by the Pastor and Minister of Music. After approval the time table on which the song will be performed is determined by the Choir Director.**
- 12. Choir Directors should submit music to the Minister of Music at least one month in advance.**
- 13. All concerns and/or problems should be addressed to your choir President. Please cooperate with them in a spirit of love and unity.**

CHOIR OFFICERS

SECTION LEADER

Be a Tither.

Serve as a leader of the section designated.

Receive and pass out all music to members.

Seek to have the section be the very best but definitely a part of total church program and the Music Ministry.

Keep the director aware of musical needs and problems.

Be visible and active in the total church program.

Be very prayerful in all you do to unify, energize, motivate and lead your section in becoming spirit-filled group; glorifying God and witnessing to a lost world via the Music Ministry.

CHOIR PRESIDENT

Be a Tither.

Opens all meetings and rehearsals.

Keep choir focused on responsibilities as listed in the Hand Book.

Decide on choir attire.

Keep close contact with Vice-President and Secretary.

CHOIR VICE- PRESIDENT

Be a Tither.

Carries out the duties of the President in his/her absence or at the discretion of the President.

SECRETARY

Be a Tither.

Keep an accurate record of names, address and telephone number of all choir members.

Keep an attendance log for rehearsals and services.

Serve as contact person for choirs.

Report all absences to the President monthly.

Choir Membership Essentials

DEDICATION: One of the first requirements is dedication. A chorister must want to become the best singer he/she is capable of becoming. This requires a desire to attend every rehearsal and performance of the choral group.

PERSEVERANCE: A choir member must stick to the choir if he/she is to reach their potential. A choir can never do its best until all its members have this quality. Lukewarm choir members are a liability and hindrance to the group.

PUNCTUALITY: "To be on time every time except when ahead of time" should be the motto of every choir member. The loss of time on the part of the entire group is reason enough for this. Except for extreme emergencies, a choir member should be on time.

DEPENDABILITY: Every choir member should be so dependable that the director will expect him or her unless he/she is notified ahead of time. If a choir member does not have this quality he/she can never be as valuable a member as he/she should be.

REVERENCE: This word can take on many different meanings, reverence for the building, this is none other than the house of God and the gate of heaven. A choir member should have reverence for the choir, for they are assisting the minister in the conduct of the Holy Services, or perhaps for other things; but I speak here of something else; reverence for the gift of singing which God has given you. We do not have the right as God's children to decide whether or not we will develop and use the talent He has given us. If we are obedient to him, we will reverence the gift, develop it, and use it for his glory.

CONSECRATION: The choir should be made up of consecrated Christians willing to devote a part of their time to learning, worshipping, loving as well as singing.

RESPECT: He choir member should respect his/her position as well as the positions of others, to the point that they will realize that they are rendering a valuable service to their master by being good stewards of their talents.

ANXIOUS: Choir members should be anxious to fill their places each time they are called on to sing, pray, participate and cooperate as far as it is humanly possible.

BLESSED: Choir members should feel that they are blessed to sing for the service of the Lord, and to sing with Christians with similar gifts.

CHURCH PROGRAM: They should be interested in the total program of the church to the extent that they are willing to make sacrifices that the program may be carried out.

Directors/Musicians



*It is vital and most important for each of us to never forget and that is: **THE PASTOR IS THE UNDERSHEPHERD THAT GOD HAS LEFT TO TAKE CARE OF HIS CHURCH. THE PASTOR IS RESPONSIBLE FOR EVERY MINISTRY AND EVERY MEMBER. DIRECTORS AND MUSICIANS ARE NOT PASTORS AND THE CHOIR IS NOT A SEPARATE CHURCH AND WE MUST NEVER FORGET THIS. WE ANSWER TO THE PASTOR AND THE CONGREGATION OF THE CHURCH.***

What are some skills musicians and directors should have to be a servant of God's people? What tools do we need in order to offer up our gifts to God as we serve His people?

***First**, musicians must view their positions in terms of the larger ministry of the church. We must serve and minister to God's people; therefore, we must be a "church musician" and not a musician for the church. We must be mindful as we handle the eternal religious truths of God. This requires commitment to God and to His church and to His people.*

***Secondly**, church musicians should understand that we work within the framework of the church's total ministry and again, the pastor is at the head of the church's program.*

***Thirdly**, the church musician should prepare to lead the music ministry & study in order to grow so as to be used by God. In addition, the church musician needs to be knowledgeable about reading music, teaching music, etc... I am aware that many have various gifts and have been blessed by God but never limit your ability to learn and certainly, never limit God's people. Always evaluate your strengths and your weaknesses. Never fail to grow... grow...grow.*

***Fourthly**, the director/church musician should be knowledgeable of the liturgical year and never fail to pray...plan...organize...execute...pray...and serve.*

***Fifth**, the director/church musician must never underestimate the choir members. Never assume that members can't learn or do not appreciate different styles of music. It is our responsibility to prepare ourselves in order to be accountable to God, and then prepare God's people to the best of our ability with much prayer, patience, energy, enthusiasm, fervor and reverence for God.*

***Sixth**, musicians/directors are responsible to the pastor for all of the music of the church. After conferences with the pastor and guidelines have been given, the musician/director is responsible for the selection of the music and must insist on things being done decently and in order... This enforcement must be for all members and not just for a few. No one is exempted; not our friends but this is for everyone. How do we select the music? Let us turn to **Colossians 3:16** and find out what the Bible says to use for a formula.*

***Seventh**, the director/musician must always guard against becoming an entertainer and a performer. All of the solos do not belong to us. Never forget: **It is not about us, but it is about God as we worship Him in spirit and truth.** We strive to become "true worshippers" and to lead God's people into the worship experience. The choir belongs to the church and is not for our amusement. Just give God the very best that you have and some more.*

Finally**, the director/musician must be prepared to take some responsibility in the spiritual growth of the choir members. The best way to teach is to be an outward example of what we say. Simply put: **You must be born again! Study God's Word to show ourselves approved unto God. You can't lead where you don't go! This is not a job that we have, it is a ministry done unto God. We work for Him! Love the people that God allows us to work with, for we are co-laborers with God!

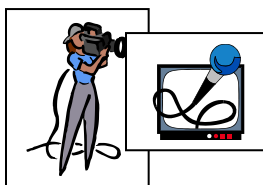
10 TIPS ON HOW TO BE A BETTER CHOIR DIRECTOR

1. *Be a Tither.*
2. *Must submit to authority with question. (Romans 13:1-2)*
3. *Must possess a love for the total music ministry. (choir members, Minister of Music, musicians)*
4. *Must have some knowledge of music, in order to be creative and inspiring in the delivery of the songs or music directed.*
5. *Should carry themselves in a Godly manner. For in this position, others are constantly observing your actions.*
6. *Should possess the skills to motivate the choir to sing energetically and with the joy in which Jesus can be exalted.*
7. *Be positive minded, spiritual minded, an effective leader as well as a good follower.*
8. ***Get together with the Minister of Music and find out what music you'll be going over in rehearsal and be prepared.***
9. *Practice in front of a mirror. Attend various workshops and seminars concerning gospel music in order to get a feel for the many different styles and techniques used to deliver God's Word in song.*
10. *Pray for God's anointing!!!*

Instrumentalist's Ten Commandments



1. Thou shalt not let anything interfere with Thy rehearsals and performance commitment.
2. Thou shalt not take thy responsibilities so much for granted that rehearsals are operated on an unimportant or impromptu basis.
3. Thou shalt not “lazy” thy talent away. Practice and continue to seek training that enables thee to handle any music asked of thee.
4. Thou shalt not criticize individual members in the presence of others.
5. Thou shalt refrain from being temperamental to the point that thou speak to and admonish thy member as if they are canines.
6. Thou shalt not lie. Thou shalt not stand the worship services up and lie about thy whereabouts.
7. Thou shalt not steal. Thou shalt not steal time from one church and give it to another church for financial gain.
8. Thou shall not be so direct and ugly with thy interactions that thou kill what effectiveness could be forthcoming.
9. Thou shalt not be so sensitive that corrections, suggestions and recommendations from thy minister of music bring about friction and resentment.
10. Learn and remember thy responsibilities and carry them out faithfully and with precision.



Media Ministry

Often one does not understand the importance of a good & dedicated media ministry. Audio & video can be a great compliment or a complete hindrance to the worship experience. This makes the role of the sound engineers and staff one that must be taken seriously and with reverence. When one recognizes that this is not a job but a ministry done unto the Lord, then one would seek to make sure that the best possible service is given. There are many areas where one can serve in this ministry:

- ☐ Monitor the Main Mixing Board
- ☐ Record services (Audio & Video)
- ☐ Operate Computer for PowerPoint Presentations, Announcements & Video Presentations
- ☐ Equipment & Stage Hands
- ☐ Copy & Distribute Tapes and/or CDs of Services

The sound engineer is the coordinator of the Media Ministry and is responsible for making sure that each member of the staff is placed in their particular assignment. This includes worship services, funerals, weddings or any activity at the church that requires amplification. Training is required in order to serve in this ministry. Training is offered on the Saturday before the 3rd Sunday of each month with the time TBD.

Music Library



The Music Library is where all sheet music, lyric sheets, pre-recorded cassettes, CD's and recordings of all services are stored. Anything that is needed from the Music Library must be arranged through the Music Librarian or the Minister of Music.

Music Librarian

Be a Tither.

Serve as leader of the music library.

Assist in filing and record number of copies of music in the library.

Prepare folios for new members and have copies of music for rehearsals when necessary.

Assist the director in getting the music to section leaders when needed. Keep a listing of all music for future references.

Assist in the completion of re-organizing the Music Library. Make it attractive and as pleasant as possible. Feel free to make suggestions to the director.

Attend to details such as music repair, music needed, copies, robes (cleaning), and any/all things that will be enhancement for the unit.

Assist in checking our music for rehearsals and work very closely with the audio and taping chairman via providing tapes of rehearsals and copies of other specifics.

Vocal Hygiene

NEGATIVE FACTORS:

1. **ALCOHOL** swells the vocal cords slightly, making it difficult to produce a truly clear tone.
2. **SMOKING** or second-hand smoke is rough on the throat.
3. **CHEERLEADING** is bad for the vocal cords because it requires pushing them to the extreme.
4. Excessive **TALKING** before a singing engagement.
5. Heavy **EXERCISE** in cold dry air before a singing engagement can damage your voice. For example, shoveling snow, skiing, and other outdoor sports.
6. **A HEAVY MEAL** before a singing engagement does not affect the vocal cords, but it does make it harder to breath.

MYTHS:

1. **Certain foods are not good to eat before singing.** There is no truth to the myth that certain foods like milk or chocolate coat your vocal cords. Foods do not pass through the vocal cords. However, food allergies can cause thickening of the mucus in the larynx.
2. **You can't sing with a COLD.** A cold should not affect your ability to sing, although it may make it more difficult to breathe through the nose. Only rarely, or if you have bronchial involvement, will a cold really affect your vocal cords.
3. **It's better to whisper than speak normally when your vocal cords are injured.** Whispering is actually more damaging to the voice than normal speech because of the way in which the vocal cords are forced to produce sound.

TIPS:

1. To cope with allergies and sinus problems keep the voice well hydrated. Drink 8 to 10 glasses of water or liquid each day. If you have a tendency toward dry throat (or dry skin, dry hair, etc.) you should drink only water or fruit juices. Soda, caffeine drinks and alcohol will cause you to lose more water than you should.
2. If you can stand it, a dose of Robitussin in the morning helps keep mucus flowing freely all day and can even eliminate sinus problems for some people.
3. A good remedy if you are ill or having asthma problems is "Breathe Easy" or "Throat Coat" teas. They can be found in health food stores.

MUSICAL TERMS

These are some musical terms that choir members should be familiar with. You should study these words in order to become more aware of musical concepts.

1. a cappella – without accompaniment (no music; voices only)
2. unison – Two or more parts singing the same note
3. hymn – A song or poem that praises God
4. psalm – A sacred song or hymn
5. spiritual – An African-American religious song
6. legato – smooth and connected
7. staccato – short and separated
8. head voice – The upper register of the voice
9. chest voice – The lower register of the voice
10. falsetto – the false voice (soft & airy)
11. chord – Three or more notes sounded simultaneously
12. vocalise – a vocal exercise sung to vowels
13. vocalization – practicing singing with exercises
14. bridge – The transitional part of a song, usually different from the rest of the song
15. vamp – A repeated passage of a song
16. tempo – the pace or speed of a piece
17. crescendo – a gradual increase in volume
18. decrescendo – a gradual decrease in volume
19. enunciate – to pronounce words clearly & distinctly
20. liturgy – prescribed forms or rituals for any type of public worship

A DEDICATION TO ALL MEMBERS OF THE MUSIC MINISTRY

Though I sing every note clearly
And with the quality of a meadowlark
And have not love,
My singing results in nothing but
discord.

And though I have the gift of perfect
pitch,
And understand all about resonance
and vibrato,
And though I can move people with my
soulful singing,
And have not love,
It is worthless.

And though I sing without pay at the
city mission,
And though I pour out my heart in my
singing,
And have not love,
I might as well save my breath.

Love is patient with those who cannot
read music,
And is kind to those who try;
Love is jealous
When someone else is asked to sing;
Love is not proud of its breath control,
Does not brag about singing
opportunities.

Love does not draw attention to itself
when singing,
Is not proved when someone else sings
off key,
Does not keep count of discords.

Love does not rejoice when someone's
voice cracks,
But rejoices when a friend is given a solo
part.

Love bears with others in their voice
problems;
Love encourages those with less singing
ability;
Love had high hopes for even the
poorest singer;
Love is faithful in all things.

Love never fails;
But whether there be perfect pitch, it
will fail,
Whether there be rhythm, it will cease;

Whether there be tonal quality, it will
vanish.

For now we can read notes,
And can sing in four-part harmony.

But when we sing around the throne of
glory,
All of our present abilities will seem as
discord.

When I was a child,
I sang with childish tone;
I could not read notes;
I did not understand harmony;
But when I grew older, my singing took
better quality.

Now I often do not understand the true
meaning of what
I sing,
But when I am in the presence of Jesus
Christ,
I will sing with perfect understanding.

And now abides perfect pitch, harmony,
and love,
These three;
But the greatest of these is LOVE.

--by Miriam Levengood
(from January Young Ambassador)