We are pleased that you have expressed interest in the Worship Ministry here at Christian Fellowship Church (CFC). We believe that worship is one of the primary responsibilities of a believer in Christ. Therefore we treat God’s requirement to worship Him as a priority in our lives and lifestyles.

Why Do People Get Involved In Worship Ministry?

Some people get involved because that is where their abilities are found. They are skilled musicians or have been blessed as gifted vocalists. It seems like a natural place to minister. Others just have a desire to serve and are looking for a place to “plug in.” We believe that the basis for involvement should begin with a sense of God’s calling. Do you believe that at this point in your life, God wants you to be involved in Worship Ministry? Once that question is addressed, then your spiritual giftedness, natural talents, and developed abilities will help clarify your role in the Worship Ministry.

How Does The Worship Ministry Approach Worship?

The Worship Ministry at Christian Fellowship Church seeks a balanced approach. We are concerned about both the spiritual development of the ministry participants as well as the art form and skills they contribute. Therefore we make no apologies about the expectations we have for our Worship Team members. Those expectations are communicated in both realms. If you decide to pursue involvement in this ministry, please do not be surprised by the standards for your spiritual preparation and development as well as the quality of your contribution.

CFC Worship Ministry Purpose

The Lord desires His people to be focused on Him, experiencing Him, and responding to Him. The Worship ministry will be used by the Holy Spirit to (1) foster relevant, biblical, Spirit-led worship within the worship ministry and the congregation, while (2) supporting the overall direction and vision of the church as revealed to church leadership – This includes supporting the primary goals of worship, outreach, discipleship, fellowship, and ministry, as defined in CFC’s Vision Statement:

CFC’s Strategy for WORSHIP to Achieve Vision -- Create Worship experiences where people connect with God and are eager to praise and encounter the living God.

- Offer worship that targets all ages, demographics and spiritual temperaments.
- Engage all the senses through dynamic, creative, and inspiring teaching methods including personal testimonies.
- Create worship experiences that present the entire Word of God, reflect excellence, and are culturally relevant.
- Result: Glorification of God.

Biblical Principles in Our Approach to Worship

As music is only a tool in worshipping the Lord, we can conclude that if we violate biblical principles, music can be destructive and divisive. We must be committed, prepared, orderly, and skilled, to avoid obstacles and stumbling blocks in our worship and fellowship. Examine the following principles:

MAKE AN OFFERING: Worship is an offering to the Lord and our sacrifice of worship needs to be the best we can offer. Such an offering requires commitment, preparation, and order. (1 Peter 2:5 “You also...are
CFC Worship Ministry Handbook

being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ.” 1 Corinthians 14:33 “...For God is not a God of disorder but of peace.”)

BE RELEVANT: Paul knew the importance of relevance in the church when he wrote, “...I have become all things to all men so that by all possible means I might save some.” (I Cor. 9:2) We don’t want to be responsible in causing others to stumble by blindly insisting on man’s traditions as in Mark 7:7-9, “They worship me in vain...You have let go of the commands of God and are holding on to the traditions of men.” Therefore, our worship must be relevant to today’s Christian and an example to today’s non-Christian. (Also see Isaiah 29:13.)

SING TO HIM A NEW SONG: Psalm 33:3, “Sing to him a new song; play skillfully, and shout for joy,” reminds us that our worship is to be fresh. We are not to fall into non-thinking habit, letting our worship become stagnant. Therefore we will introduce both new music and sing songs we already know in ways we have not done before.

DEVELOP A DEEPER UNDERSTANDING OF WORSHIP: It is our desire in the Worship Ministry for participants to grow and unify as a team in the understanding and biblical principles of worship. Developing our understanding of biblical worship will help us be the kind of worshippers He desires. (John 4:23 “Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks.”)

FOSTER POSITIVE ATTITUDES: The worship ministry is a place where we are vulnerable as we give all we are to the Lord as evidenced by Romans 12:1: “Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship.” So we must always seek humility and give praise to Him who enables us. 1 Peter 5:5 instructs “...All of you, clothe yourselves with humility toward one another, because, ‘God opposes the proud but gives grace to the humble.’” Because those involved in a worship ministry possess different levels of musical expertise and skill, it is important to always foster an atmosphere of positive attitudes whenever we gather. (Romans 12:10 “Be devoted to one another in brotherly love. Honor one another above yourselves.”)

GROWTH AND ENCOURAGEMENT: As you grow in your skills, spiritual walk, and ministry (individually and as a team), expect to be encouraged and raised-up in new ways and areas. (Hebrews 10:24 “And let us consider how we may spur one another on toward love and good deeds.”)

BE ACCOUNTABLE AS AN EXAMPLE: Everyone on the platform is responsibly accountable, which is one of the main reasons we have developed methods to be accountable to God and the body of Christ. Others look to our lives and behavior as examples. Therefore, we have established specific qualifications and guidelines for participation in the Worship Ministry.

What Worship Opportunities Exist?

The worship ministry will facilitate worship each week using a Worship Team comprised of instrumentalists and vocalists. There will be weekly mid-week rehearsals with warm-up rehearsals on Sunday mornings. (Discussed later in this handbook.)

How Do I Join The Worship Team?

Worship Ministry Interview
In addition to reading this handbook, you will need to participate in a Worship Ministry Interview with the Worship Leadership Team (Executive Worship Director, Worship Leader, and Associate Worship Leader),
CFC Worship Ministry Handbook

if you have not already done so. During the interview your spiritual gifts, experience and talents will be explored, and the Biblical foundations of the Worship Ministry’s principles and goals will be reviewed.

Prior to your interview, please complete the Worship Ministry Interview Questionnaire that asks some basic information about yourself. It will also be helpful for instrumentalists and vocalists to demonstrate their abilities during the interview.

Along with God’s leading, the information gathered from the interview and questionnaire enables the Worship Leadership Team to determine how participants may fit into the ministry.

**Song Selection and Use of Vocalists/Instrumentalists**
The process of selecting songs is based on what will best support the Pastor’s message and what will evoke the greatest Worship experience, participation, interaction, and community. The Worship Planning Team (consisting of the Senior Pastor, Executive Worship Director, and the Worship Leader) works to select Worship service components, including song sets, at least three weeks out, with vocalists and instrumentalists being selected who will best support that week’s particular song set. However, this is always subject to change, as the Spirit leads.

**What Qualifications Must I Possess To Join The Worship Team?**

In any area we use our God-given gifts and abilities, there can be defined a number of characteristics that will help us excel under that particular role in the Body of Christ. The following characteristics could be considered qualifications that we look for in Worship Team members. You may possess these qualifications in varying degrees, but we ask you to closely examine yourself to see if the Worship Ministry is the appropriate area in which to use your gifts. In doing this, consider Romans 12:4 “Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body.” and 1 Cor. 12:18, “But in fact God has arranged the parts in the body, every one of them, just as he wanted them to be.”

**Demonstrated Involvement and Support**

You must be a faithful participant in the life of this congregation as demonstrated by your attendance and involvement, regularly attending Sunday morning services, and special all-church events. (Hebrews 10:24-25 “And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”) We further encourage you to consider membership with Christian Fellowship Church if you are not already an active member.

You must have the ability to cooperate with others, serving for the greatest good of our church, sensitive to the will of God, and supportive of the CFC community and leadership. (Ephesians 4:3 “Make every effort to keep the unity of the Spirit through the bond of peace.”) This means demonstrating a willingness to hold this ministry with an “open hand,” leaving up to the Lord and the leadership all questions regarding the scope of your involvement.

**A Level of Spiritual Maturity**

A Worship Team member, with the help of the Holy Spirit, leads the congregation in worship of God. You must be a Christian example, accountable to others as they look to your life and behavior. For these reasons, the Worship Team is ordinarily NOT a place for new or immature Christians or non-believers.

To serve on the Worship Team you must have accepted Jesus Christ as personal Lord and Savior (John 1:12, “Yet to all who received him, to those who believed in his name, he gave the right to become children of God.”) Also, if
you have not been baptized as a believer in Jesus Christ, we strongly encourage you to follow through on this act of obedience and public witness for Christ. (Acts 10:47-48, "Can anyone keep these people from being baptized with water? They have received the Holy Spirit just as we have.’ So he ordered that they be baptized in the name of Jesus Christ...")

**Musical or Technical Ability**
As a Worship Team instrumentalist or vocalist, you 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 can’t handle it musically. You must also be comfortable being seen and heard as you contribute to leading worship. Consider the following basic abilities:

**Instrumentalists need to be able to:**
- Perform well with others
- Learn new material quickly
- Demonstrate suitable ability on an instrument
- Play from sheet music, chord sheets, or by ear

**Vocalists need to be able to:**
- Perform well with others
- Learn new material quickly
- Demonstrate suitable range, blendability, and accurate pitch
- Sing from sheet music, chord sheets, or by ear

**Availability & Support of Family**
Involvement in this ministry needs to take high priority in your life without detriment to family, school, and work. It is also important that your family members are willing to accept the necessary time commitment and be supportive concerning your role on the Worship Team.

**Ongoing Guidelines for Worship Team Involvement**
As mentioned earlier, this is a ministry where others look to our lives and behavior as examples. Everyone on the platform has a part in leading worship, and is therefore responsibly accountable for their actions in doing so. In addition to the qualifying characteristics previously outlined, consider the following guidelines for ongoing involvement with the Worship Team (1 Corinthians 4:2, “Now it is required that those who have been given a trust must prove faithful.”)

**Spiritual Preparation for Ministry**
The worship ministry is seeking “true worshippers” as described in John 4:23-24, expecting you to be so during rehearsals and services as well as during the rest of the week. This means carefully preparing your heart for worship through prayer and study. Our spiritual preparation has a direct effect on our effectiveness as a worship and music ministry team. Preparation also means coming to rehearsal and services ready not only to sing, play music, or work the equipment, but to worship the King and minister to His people. It cannot be emphasized enough that worship, not music, is our first priority.

**Musical & Technical Excellence**
Recognize that God isn't looking for perfection, but excellence. Our Worship 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 as in 1 Corinthians 9:24-27 “...Run in such a way as to get the prize...”
CFC Worship Ministry Handbook

We need to work at our music and technical abilities to become the very best we can be. (Colossians 3:23-24 says, “Whatever you do, work at it with all your heart, as working for the Lord, not for men...”) This can mean a great deal of individual practice as well as with the team. Keep in mind that the team will only be as proficient as the individuals that make it up.

**Spirit of Cooperation**

Worship Team members must have a cooperative spirit. Remember Colossians 2:12-13: “Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another...” Encourage and support other members of the team and those with whom you serve. We should build up one another and have the responsibility of eliminating any word or action that is not constructive to our team. Therefore, think twice before speaking. Don't overemphasize skill, but rather total dependence on the Lord.

In Worship Ministry, there is always the specific temptation of “the lure of the stage” – the fleshly need to be out front. We need to look at our team as not just a collection of separate musicians but as a single unit with a single purpose. You must maintain a teachable spirit, open to insight and constructive criticism from others. Our heart attitude should not be to shine forth our own skills and opinions, but to enhance the team as a whole.

This includes maintaining an attitude of positive encouragement and embracing the overall direction and vision of the church as revealed to church leadership. We are to submit to each other and to our leadership, out of respect for each other as fellow brothers and sisters in Christ. (Hebrews 13:17, “Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”)

**Spiritual Growth**

As a Christian example, you need to engage a commitment to continued maturing in your spiritual walk by growing in grace and knowledge in the Lord. This is as important on an individual basis as it is with the team. Nurture your growth through the Word, through prayer, through faith, and through fellowship.

**Christian Witness and Example**

Have as your highest aim to publicly confess Jesus Christ as your personal Savior. Be an example for believers in conversation, in love, in spirit, in faith, and in purity while “giving attendance to reading, to exhortation, to doctrine” as in 1 Timothy 4:12-16. This involves a commitment to being a witness inside and outside the church walls in your attitude, appearance, and behavior.

So any time during your Worship Team involvement, should you feel that your personal life is not reflecting what our ministry and church is about or what Christ would have, we ask that you voluntarily step down and pull yourself from ministry so as to not disgrace the name of Christ. We also encourage you to seek council with a Pastor and/or Worship Leader in working to restore your relationship with Christ, the Worship Ministry, and the church body.

**Worship Ministry Details (Subject to change)**

**WEEKLY REHEARSAL ATTENDANCE:** Worship Team members are required to be faithful and punctual in their attendance of rehearsals, services, and other events for which they are scheduled. If you are not able to make a rehearsal or be there for the worship service, please inform the Worship Leader as soon as possible so that other arrangements can be made (see “Worship Leader Contact Information”).
Additionally, you will generally not be able to participate in the Sunday service if you cannot make the mid-week rehearsal unless arrangements have been made beforehand.

REHEARSAL TIMES: Rehearsal times are as follows:

**Wednesday Evening Rehearsals:**
- Vocalists: 6:00-7:00 pm (Main Worship Center)
- Band Rehearsal: 7:00-8:30 pm (Main Worship Center)

**Sunday Morning Rehearsals:**
- Vocalists & Band: 8:45-9:30 am (Main Worship Center)

DRESS CODE: As mentioned before, we have an example to set. Our dress can be casual, but it should be *modest and presentable*. Remember this tip when making decisions: “If you are unsure if it is acceptable, you probably shouldn’t wear it.”

*Examples That Are Acceptable:*
- Dresses
- Pants
- Dockers or Slacks
- Nice Colored Jeans
- Knit, Button-Up or Polo Shirts

*Examples That are NOT Acceptable:*
- Tank, tube, or halter tops and other strapless or low-cut tops
- Excessively tight clothing
- Excessively worn, torn, or casual clothing
- Exposed belly buttons or midriffs
- Short dresses/skirts (seated instrumentalists need to pay particularly close attention to this)

INTRODUCTION OF NEW MUSIC: We distribute rehearsal CDs, lyrics, and/or sheet music. These music packets include new songs that the Worship Team may incorporate into our worship. The packets are distributed for you to get familiar with them before they are introduced.

WORSHIP LEADER CONTACT INFO:
**Paul Kordon:**
- Church Office Phone: 703.729.3900 x4912
- Church Email: PKordon@CFellowshipC.org
- Cell Phone: 703.969.8461

WORSHIP ADMIN CONTACT INFO:
**Sarah Hansma:**
- Home Phone: 703.404.2170
- Church Email: SHansma@CFellowshipC.org

**Key Sources in Creating This Handbook**
*The Worship Leader’s Handbook*, by Tom Kaeuter

*Experiencing Worship*, by Stephen M. Newman

*Worship Team Handbook*, by Alison Siewert, Andy Crouch, Matt Frazier, Sundee Frazier

*Boston Chi Alpha Campus Ministries Website, Worship Training*

*Guidelines and Qualifications for, the Worship Team*, by Stephen M. Newman

*Fellowship Baptist Church Worship Ministry and Praise Team Handbook,*

Fellowship Baptist Church, Riverside CA