
WORSHIP MINISTRY HANDBOOK



PURPOSE: TO EXALT THE NAME OF JESUS AND CONNECT PEOPLE TO HIM.

MISSION

We will do this by using God honoring music, arts, drama, multi-media and visuals, requiring excellence from our team, while challenging them to live a holy lifestyle.

YOUR PERSONAL CALL TO MINISTRY

As a member of the Worship Ministry of Trinity Worship Center, your first responsibility is to be committed to the Lord Jesus Christ. To be a part of facilitating worship in the church is a holy calling, not a gig. We do not settle for the praise of men, but rather, live for the praise of God. Your call is to be amongst the first to exalt King Jesus in the church and in your community. The world is desperate for credible witnesses who believe that the church is a place where Jesus kicked down any walls that kept us separated from each other and because of His blood we are one big happy family! Pray and be ready at all times to minister to people and to serve the Lord with gladness, using your gifts and talents.

“God is spirit, and his worshipers must worship in Spirit and in truth.”

-JOHN 4:24

TRINITY WORSHIP CENTER

Trinity Worship Center is a home where anyone can meet and follow Jesus.

Here at Trinity we believe that everyone matters to God. One of the ways we express our love for Him is through our love for people, and we do that by helping each person who comes to Trinity grow in their relationship with the Jesus.



It begins with our vision to make this a home where anyone can meet and follow Jesus. Everything we do begins and ends with Him. It all starts with our weekend services. We have two worship experiences every Sunday (at 9AM and 11AM) that are designed to be welcoming to all walks of life.

BELIEFS

God

We believe there is one true and eternal God, consisting of the Father, Son, and Holy Spirit.

Jesus Christ

We believe that Jesus Christ is God incarnate who died for our sins, rose from the dead, and will return one day to gather all believers to Himself.

The Holy Spirit

We believe in the work of the Holy Spirit, who is of one substance, majesty, and glory with the Father and Son.

The Bible

We believe in the full authority of the Bible which is God's inspired word.

Eternal Life

We believe in the reality of heaven for those who are saved, and hell for those who reject Christ.

Salvation

We believe forgiveness of sin and the gift of eternal life is found only in Jesus Christ. Salvation is the free gift of God's grace.

Sanctification

We believe that after we are saved, God desires that we grow and mature as believers. Sanctification is a lifelong process of maturation as a believer.

The Baptism of the Holy Spirit

We believe in the power of the Holy Spirit to change our lives and empower us to live for Christ. We believe the Baptism of the Holy Spirit is a gift of God's grace that is available to every believer.

Healing

We believe in the miraculous power of God and that He still performs all types of miracles, including healing of the sick.

The Second Coming of Christ

We believe in the imminent return of Jesus Christ to the earth to gather the church to Himself.

The Believer

We believe it is the responsibility of every believer to dedicate his/her life to carrying out the work of the Great Commission (leading people to Christ and showing them how to live for Him).

TRINITY WORSHIP CENTER CORE VALUES

Everything Begins And Ends With Jesus.

Jesus is our first priority and the center of all we do. We value seeking Christ through prayer. We believe in the authority of His Word. Everything we preach and teach will point to Jesus as the hope of the world. It's all about Jesus.

Every One Matters.

Every person is created in the image of God. No matter who you are, where you're from, or what your story – you're valuable to God and you're valuable to us. Everyone matters and every ONE matters. We'll do whatever it takes to see even ONE person changed by Jesus.

Our Vision Is Big Because Our God Is Bigger.

We're not afraid to take risks for the sake of Christ's kingdom. God has shown His faithfulness every time we've stepped out in bold faith and obedience. We believe anything is possible and the best is yet to come.

We Do Life Together.

You are not alone. Life was never meant to be a solo venture. We need each other for encouragement, growth, and accountability. Growing in Christ always happens best through community and relationships. Plus, it's way more fun that way! Simply put, we are better together.

We Make Room For the Holy Spirit.

We invite the person and power of the Holy Spirit in our lives. Whether it's through corporate or personal worship, we believe that life change happens in His presence. When you encounter God and are filled with His Spirit, you'll never be the same.

We Invest In The Next Generation.

The next generation is not the church of the future, it is the church of today. We will invest our time, love, resources, wisdom, energy, and vision into seeing the next generation meet and follow Jesus. We honor the past, yet forge ahead to the future. It's our privilege to pass the torch of our faith and leave a legacy for generations to come.

Saved People Serve People.

We are never more like Jesus than when we are serving others. We invest ourselves into the local church, our community, and people across the world. Serving is a joy, not an obligation. Ultimately, serving is not about what you do but who you are becoming.

We Lead The Way In Generosity.

All of our resources are gifts from a loving God. Because of His great generosity, we respond with sacrificial giving. You can't outgive God.

We Never Stop Growing.

Our walk with Christ is a lifelong journey. We don't just talk about following Jesus, we teach people how to follow Him step-by-step. Our desire is to see people become mature disciples of Christ. As we make disciples, Jesus will build His church.

WORSHIP MINISTRY CORE VALUES

We Make Room For The Holy Spirit.

If the presence of the Lord does not personally go with us, then we have nothing and we will not move. We live awake to His presence and we lean into it because we know it is the very thing that sets us apart.

We Are Worshipers.

Our mandate is to worship the Lord and serve Him only - always, in everything, no matter where we are. We love Jesus above all else - we talk about Him often and His name stays on our lips.

We Are More Than A Team, We Are A Family.

We laugh and we cry together. We fight to maintain unity. If the team wins, we all win. There is no "I" in "T-E-A-M" - so we say "we" and "our"... a lot.

Zealous Commitment

Valuable things cost us something; how valuable something is determines the price we are willing to pay for it. We consistently serve in our calling together. We are unswerving in our faithfulness to Christ and to each other.

We Have A Culture Of Encouragement.

We build each other up, we don't tear each other down. We assume the best in others and speak to their potential, often.

Excellence Matters.

We will not bring sacrifices before our King that cost us nothing. We serve with excellence because we know an excellent God. We give attention detail and we exercise discipline.

Prayer

We are dependent on the Lord. We approach the Father boldly to praise Him, to ask Him for the impossible, and to seek His wisdom.

God's Word.

Our instruction and training guide for righteous living. To know God is to spend time in His Word.

Empower The Next Generation.

We gladly step aside for the next generation. We do well to pass on what God has entrusted us with.

Honor

Jesus is the center of who we honor. We value people no matter who they are or where they came from. We honor our calling by living godly lives. We honor history while we embrace the future. We honor our leaders and always support the mantle upon their lives.

Bringers

We are bringers of people, time, talent, ideas, skill, treasure, and creativity.

We Never Arrive.

We refuse to be offended by feedback, instead we constantly improve ourselves and our systems. Growth and change is the expectation.

SYSTEMS, COMMUNICATION, & REQUIREMENTS

PROCESS FOR JOINING THE WORSHIP & CREATIVE ARTS MINISTRY:

- **Must have attended Trinity Worship Center for 1 month** - It is important to know whether or not this is the church body God has called you to serve. Your commitment to our church body is crucial; your attendance proves your commitment.
- **Audition** - (Musicians & Vocalists). The audition process helps us to know where you are musically and to determine if you are a fit for the Worship Ministry.
- **Attend at least 1 rehearsal**...not to sing or play, but to observe; for the sake of gaining familiarity with team culture and for establishing some connections with other team members.
- **Participate in Rehearsals (at least 1 at minimum)** or until you are comfortable...not celebrations, but Thursday night rehearsals. You should attend as many rehearsals as necessary before completing the joining process and before participating in any services.
- **Starting Point** - Starting Point is a great way for you to learn more about Trinity Worship Center, what the church believes, and how you can get involved. Whether you are new to Trinity or have been attending for a while, Starting Point is the pathway to membership and is your next step to getting connected, discovering your passions, and growing in your faith.

WHO CAN PARTICIPATE IN THE WORSHIP MINISTRY?

The Worship Ministry is open for 16 years and older to participate. However, the maturity of any young person can definitely be considered. There is a place of service for many people within the team, however, there are some requirements that must be met and maintained.

TEAM REQUIREMENTS:

BE ON TIME - If you are not on time, it has the potential to drive the morale down for the entire team. If you are more than 15 minutes late for Sound Check or Production Service and have not called anyone, you could be asked to sit out for the day; only extenuating circumstances will be considered. There could have been last minute changes to arrangements or to the order of worship that you would be unaware of.

- Rehearsals are each Thursday night at 7:00pm and includes: scheduled musicians, vocalists, sound techs, and media techs. Rehearsals typically last from 90 - 120 minutes. Childcare for ages 0 - 12 yrs provided.
- Sunday Morning Sound Check is every Sunday at 7:50am and includes Worship Leaders, Lead Producer, Band, Sound Tech, Lighting Tech, and Media Tech.
- Production Service - Sunday mornings at 8:00am - includes all of the above plus all vocals. This is the time when we run through the flow of the entire service including hosting, video(s), any creative elements, etc. so that we are well prepared for both of our Sunday morning services.

COMMUNICATION – Phone Calls, Emails, Texts, & Facebook Group Page. Information for rehearsal, Sunday morning, and/or Special Celebration information is ready to view every Monday by Noon on Planning Center Online. Planning Center Online www.planningcenteronline.com is an online tool for ministries to maintain a people and music database. When emails are sent from Planning Center regarding rehearsal or celebration info, click “accept” or “decline” to indicate whether or not you will be at rehearsal and the upcoming celebration. You can also sign up for “Text Response” under your Planning Center profile.

- Please submit responses to Planning Center requests by *Monday at Noon*.
- If you are running late to Sound Check, Rehearsal, or Service please have the courtesy to let your Team Leader know. If you are committed to be at a rehearsal or celebration and are suddenly unable to attend, please have the courtesy of informing one of our team leaders (with a 24 hour notice if possible).
- Calendars, upcoming events, etc. can be found on our church website: trinityworship.net.
- We encourage you to take time off as needed so that you are not “burned out” from ministry. As soon as you know you will be absent, please let us know as soon as possible so we may plan accordingly. You may indicate your block out dates on your Planning Center calendar.

ATTENDANCE: If this is the church that God has called you to, be committed to your church body. Attend at least 3 out of 4 worship services in a month’s time whether you are on schedule or not.

ENGAGE WITH THE WORD: All team members should select at least one service where you are listening to the sermon. We come under the same spiritual covering and teachings from God’s Word; no one exempt. This is really about honoring the Word of God. Before you are a musician, you are a worshiper; and there is no such thing as true worship divorced from God’s Word. The Word gives us a God worth worshipping. A God worth leading others to worship. And the intensity of your own personal worship and your effectiveness in leading others in theirs is directly related to your engagement with it.

DRESS CODE: Those ministering on stage should dress modestly for services. A casual dress is fine, but our goal is to never draw attention to ourselves and away from our purpose of worship. If t-shirts are worn, they should be neat, fitted, and clean.

SOCIAL MEDIA PROTOCOL: The technological revolution has changed life as we know it, forever. Your social media profiles represent: Christ, your testimony, your family, your workplace, and your church. It can be used as a powerful tool to minister to people but it can also be used to tear down and divide others. Let’s be a people who are builders of people, using social media for positive activity. At the discretion of leadership, you may be asked to step down from the team should your social media profile activity cause any discord in the church or is obviously inappropriate. Here are a few suggestions for proper social media etiquette:

- Treat everything you share like it is public. Digital communication is not private. It is so easy for anyone to take a screenshot of a conversation or photo and share it publicly.
- Sometimes face to face conversations are more appropriate. Email or instant messaging is not appropriate for sensitive matters, emotionally charged communication or if it requires extensive conversation. If a message is longer than a couple of sentences, it might be better to talk in person.
- Before every post or comment you make, ask yourself these questions: “why am I posting this?” / “Why am I ‘liking’ this?” / “Will this help someone else?” / “Would this cause anyone to stumble?” / “Would this embarrass someone?”

GOD’S REQUIREMENTS

LIFE OF INTEGRITY – at minimum all team members must be at least seeking what it means to follow Jesus Christ. *“Abstain from all appearance of evil.”* - I Thessalonians 5:22 / *“For everything in the world—the lust of the flesh, the lust of the eyes, and the pride of life—comes not from the Father but from the world.”* - I John 2:16 / *“Run from anything that stimulates youthful lusts. Instead, pursue righteous living, faithfulness, love, and peace. Enjoy the companionship of those who call on the Lord with pure hearts.”* - II Timothy 2:22

- Sexual immorality will not be tolerated:
 - If you are involved in a sexual relationship and are not married, we ask that you do not volunteer at this time.
 - Married couples must be committed to their spouse only; not to others, pornography, or anything outside the marriage relationship.
 - If you are pursuing a same-sex relationship, we ask that you not volunteer.
 - If you currently use or consume pornography (digital, print, film), we ask that you do not volunteer at this time.
- Abuse of drugs or of alcohol will not be tolerated.

BE A CHEERFUL GIVER - *“Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.”* - II Corinthians 9:7. Giving is the highest act of physical worship; the lead worshipers should lead the way. Where we spend our money shows where our priorities are. *“For where your treasure is, there your heart will be also.”* (Matthew 6:21).

STUDY GOD’S WORD – *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.”* - II Tim. 3:16. Jesus is the Living Word - to know Him more is to spend time in His word. Studying together in a small group is great for accountability and deeper intimacy with other believers.

WORSHIP - *“Love the Lord your God with all your heart and with all your soul and with all your mind.”* - Matthew 22:37. We need to worship God on our own, because it trains our flesh to submit to the Holy Spirit.

MANY PARTS...ONE TEAM

BELOW ARE STANDARDS FOR EACH AREA OF THE WORSHIP MINISTRY

[CORE TEAM]

Purpose: To execute the vision for the worship ministry alongside the Worship Pastor.

All Core Team Members are directly responsible to the Worship Pastor.

Requirements to be a Leader in the Core Team of the Worship Ministry:

- Evidence of passion for worshipping God.
- Evidence of growing in discipleship.
- Obvious leadership skills; ability to lead a team well with a positive attitude.
- Ability to encourage others.
- Ability to recruit new people to the team.
- We lead the way in generosity. The Core Team is comprised of givers.
- Action-oriented people who are supportive of the vision of the church and the worship ministry.
- Must have attended Trinity Worship Center for at least 6 months.
- Possess these characteristics: faithful, available, and teachable.

[WORSHIP LEADERS]

Purpose: To facilitate worship experiences through music and arts.

All Worship Leaders are directly responsible to the Worship Pastor.

Requirements to be a Worship Leader:

- Evidence of passion for worshipping God.
 - Evidence of growing in discipleship.
 - Possess these characteristics: faithful, available, and teachable.
 - Must be skilled to lead.
 - Must be able to engage a crowd.
 - Flexible - Have the ability to serve where they are needed (whether in the choir, behind the scenes, or even in different ministry area of the church).
 - Supportive of the overall vision of Trinity Worship Center and it's Worship Ministry.
- Ideally, Worship Leaders will have an obvious anointing upon them.
 - We are not interested in being led in worship by you if you are not spending time worshipping on your own time.

- Don't talk too much, but say something if necessary. If you are going to say anything, prepare and practice what you are going to say.
- Keep one eye shut and one eye open. One should be shut for the purpose of worshiping. But the other should be open to get a sense of what is going on in the room. Watch the pastor when you are able to.
- Communicate what your hand signals are to the team; give hand signals (stops, "speed up / slow down" cues, chorus, etc.) without the congregation knowing.
- Come prepared. The volunteers supporting your leadership are giving their time to serve under your leadership. They deserve to have clear direction in rehearsals and in celebrations.

[BAND]

Purpose: To skillfully play instruments for the glory of God.

All musicians are responsible to the Band Pastor.

Requirements for Musicians:

- You must be present for rehearsal in order to participate on Sunday so we can prepare together as a team.
- We serve at both services, not one or the other so we can maintain our consistency.
- Come prepared – knowing what songs are on the agenda, listen to each song carefully, listen to your vocal part mp3 file (if available), and read all details on each song for necessary information on Planning Center.
- Keep your general area clean.
- All players are responsible to keep up with their own music. Have your chord charts ready on a tablet or printed for rehearsals and celebrations.
- Clear the stage at least 15 minutes before each celebration; no playing or tuning on stage during this time. This is so the mystery is not taken away from what is about to happen in the service. It can also be noisy and distracting to our guests.
- Follow the direction of the worship leader. Constantly watch the one leading the song. Pay attention to "stops" and when to go back to a chorus, verse, bridge, etc. Be flexible and prepare for spontaneity.
- Come into rehearsals knowing which tone(s) you will be using on any given song - this saves time during rehearsals. Generally, we attempt to match the original arrangement of songs, but we remain open to creativity.
- When playing in a band, don't always play your instrument at 100% capacity. Think as an arranger of the song. Layer the music so that not 2 instruments are playing exactly the same, unless called for. Think of what will benefit the song; playing less is usually more.
- Display genuine joy in your countenance. People need to see that you actually believe in what you are playing and/or singing.

[CHOIR]

Purpose: To skillfully sing for the glory of God.

All vocalists are responsible to the Choir Director.Requirements for Vocalists:

- You must be present for rehearsal in order to participate on Sunday so we can prepare together as a team.
- We serve at both services, not one or the other so we can maintain our consistency.
- Every vocalist is in the Choir. There is no hierarchy among worship leaders, backing vocals on microphones, and choir. There are various skill levels and spiritual weight to be considered when assigning the front line of vocalists (see the books of Chronicles) but very voice matters! God is our audience and we are all in the Choir.
- Come prepared – knowing what songs are on the agenda, listen to each song carefully, listen to your vocal part mp3 file (if available), and read all details on each song for necessary information on Planning Center.
- Display genuine joy in your countenance. People need to see that you actually believe in what you are singing.
- After your part in the service is complete, leave quietly or get to your seat as quickly as possible! The service is still in progress, so do not be the cause for distractions.

VOCAL PARTS DEFINED

Whether you are singing in the Choir or if you are assigned to sing up front, this is how we communicate the different vocal parts on Planning Center Online:

HIGH: The highest voice heard on the song. This could mean that the soprano is singing a backing melody, or it could mean that it is 1 part above the Lead, or it could mean it is 2 parts above the Lead.

MIDDLE: There can only be a middle part if there are at least 3 vocal parts to a song. This could mean an alto part (part just below soprano), or it could mean a backing melody that is between the high and low part, or it could mean the part that is between the Lead vocal and the highest harmony.

LOW: The lowest voice heard on the song. This could mean that the lowest part is a backing melody (because the other parts are above the lead), or it could mean a tenor part (2 harmonies down from a soprano lead), or it could mean 1 part beneath the Lead vocal.

[PRODUCTION TEAM: PRODUCERS, SOUND, LIGHTING, & MEDIA TECHS]

Purpose: To set the atmosphere by amplifying and enhancing the sound, provide appropriate lighting, and display excellent visuals on screens.

All Sound Techs, Lighting Techs, Media Techs, and Producers are directly responsible to the Lead Producer.

- You must be present for rehearsal in order to participate on Sunday so we can prepare together as a team.
- Without sound, media, & lighting techs, nothing is seen or heard. *We are at your mercy!* It is crucial that you own the service as much as the worship leader and the pastor. You are driving the service, and production can either make or break an entire service.
- Honor the Worship Leader in charge and the Pastor – The Worship Leader in charge and the Pastor have been entrusted with authority over the service. Please adhere to adjustments that are requested by either one of them.
- Enthusiasm, please! – It’s easy to walk in the middle of the road, be average, and just “wing it.” Whenever someone dares to break rank and become enthusiastic about something, there’ll always be someone who thinks they are being unrealistic or obsessive. But who cares? The truth is, people who are obsessed or unrealistic about an idea get more done than people who are without enthusiasm. Colossians 3:23 says, *“Whatever you do, work at it with all of your heart, as working for the Lord, not for man.”* Your enthusiasm will minister to the worship team and to the entire church body.
- Excellence means “attention to detail.” There are many elements for each of you to pay attention to when you are “behind the wheel” driving a service. Many of those notes are clearly made for you on the weekly order of worship. There are logical reasons behind each note that have been thought through by the leadership in advance.
- Listen to the music before rehearsals to familiarize yourself with the arrangements.
- Producers are responsible for changing batteries before Production Service begins.
- Producers are responsible to set the pastor’s speaking props.
- Eliminate as many distractions as possible - Some distractions include:
 - Sound too loud or too soft
 - Lighting too bright or Lighting too low (this can make people sleepy!)
 - Sound feeding back
 - The speaker’s lapel is not working
 - Videos that don’t work (all videos should be tested before service.
 - Pre-service music playing is abruptly stopped instead of faded
 - Blend of instruments and vocals is bad (lead vocal should be clearly heard for the congregation to have a chance to follow a melody).

These things detract from the flow of the service. It stops momentum and people take their eyes off Jesus. So it is our responsibility to prepare and combat any potential distractions in advance. Look, listen, and be aware.

“Look, Listen, and Be Aware.”

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*Other people who are on the team, contact information can be found in the **Planning Center Online** database - www.planningcenteronline.com.