

SOMERSET WEST BAPTIST CHURCH

WORSHIP MINISTRY

2021



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1. INTRODUCTION

Thank you for taking the time to read through this booklet. We trust it serves to give you a clearer understanding of our philosophy of worship and expectations of those who serve within this ministry at SWBC.

We have been created to worship, and indeed we all worship something. But when we worship anything other than or more than God it distorts and robs us of the kind of life that God intended for us to enjoy with Him. We cannot enjoy life the way that God originally intended for us to enjoy without being in relationship with him (*see for example Eccl. 2:24-26, John 10:10; 17:3, Acts 17:24-31*).

Whilst we may be tempted to reduce our idea of worship to just a weekly singing activity in a church service we need to remember that corporate worship is only one aspect of what worship is as a whole. True worship happens when we treasure Christ above all other things in our lives, as the apostle Peter writes, *'But in your hearts set apart Christ as Lord' (1 Peter 3:15)*. As illustrated in the parables of the hidden treasure and the pearl (*see Matt. 13:44f*), treasuring Christ as our Lord transforms the call to live a life of worship from something we feel that we *have to* do into something that we *want to* do. Corporate worship, then, is an opportunity to align our hearts and minds in submission to the will of God by nurturing and awakening our affection and adoration of who God is so that it helps to cultivate a lifestyle of worshipping Jesus – to *"Taste and see that the Lord is good"* (*Psalms 34:8*)

Having said that, one of the ways we express our worship to God is by singing songs of praise and adoration before him, for example: *'Praise the Lord. Sing to the Lord a new song, his praise in the assembly of the saints.'* (*Psalms 149:1*) and *"Let us continually offer up a sacrifice of praise to God, that is, the fruit of lips that acknowledge his name"* (*Heb. 13:15*). As we gather for corporate times of worship together at SWBC we continue to recognize the diversity of generations represented in the congregation. We therefore make every effort to ensure there is a regular balance of song choice that caters to a multi-generational church where young and old worship the Lord together.

We also recognize and affirm that there are various and creative ways of expressing worship before the Lord (*Ps 150:3-5, 1 Cor. 14:26*), and so aside from just singing songs of praise we will also look to include aspects of expressing our worship through Scripture reading, prayer, baptisms, communion, taking up offerings, testimonies, and Spirit-directed participation. In the freedom we have in how we express our worship before the Lord we do so mindful that it should all *'be done in a fitting and orderly way (1 Cor. 14:26, 40)*.

And finally it's important to mention that we regard the preaching and teaching of God's Word as something to be prioritized during our times of corporate gatherings. We believe that God's Word is living and active (*Heb. 4:12*) and we therefore anticipate that God actively speaks to us as we seek to engage, understand and apply his Word to our lives. Part of the purpose in our role as a worship ministry department is to prepare believer's hearts and minds to receive and hear God's Word being preached and taught.

To this end we want our worship ministry to enhance and nurture every believer's relationship with the Lord, so that it would serve to help us worship Him with all our heart and with all our soul and with all our mind and with all our strength (*Mark 12:30*). Our desire is that everything we believe, think, say and do as a church and as believers must flow from a heart defined by our worship of Jesus. This is the invitation, the responsibility, and the vision that needs to be a shared desire by all who seek to serve the Lord within the worship ministry of SWBC.

Blessings, and on behalf of the Worship Committee

Tyron Otto | Worship Pastor

2. WHO IS THE WORSHIP COMMITTEE?

The worship committee, led by the worship pastor, consists of those individuals who represent and bring valued oversight to aspects like worship leading, sound and media.

Our responsibilities include:

- Ensuring that our worship ministry falls in line with the larger mission and vision of the church.
- Training and equipping others who both desire and are gifted to serve the Lord in the ministry opportunities our worship department yields.
- Facilitating the interview and audition process of new applicants.
- Undertaking the administrative responsibilities such as
 - Communication with volunteers.
 - Arranging the monthly roster.
 - Compiling the music required for music files and/or MusicStand App.
 - Maintenance of worship ministry resources.

Worship Committee Members for 2021:

- Tyron Otto
- Brandon Townsend
- Megan Peacocke
- Joshua Peacocke
- Alan Fitt
- Michael Robinson
- Louise Feldmann

3. THE SPIRITUAL EXPECTATIONS OF A WORSHIP MINISTRY VOLUNTEER

- **To be a committed follower of Jesus.**

We cannot be in the ministry of leading people to a place that we've never been. To lead and encourage others to worship Jesus demands that each of us are worshipping Jesus ourselves. Every worship ministry volunteer needs to be a person who has trusted in Jesus as their personal Saviour and is personally growing in their relationship with Jesus as their Lord.

(E.g. Romans 10:9-13, Galatians 5:22-25, 1 Peter 3:15)

- **To live a lifestyle that is consistent with your claim of being a Christian.**

While serving in the worship ministry involves some aspect of performance, it is not validated by performance. What validates our leading people in worship is the authenticity of our worship both in worship services and especially outside of worship services. For this reason we will continually remind and encourage one another to be mindful and intentional about how we live among family, friends and society at large. Jesus has called us to be his witnesses in the world, and when we fail in this we bring into question before others not only the reputation of SWBC, but the truth of the Gospel which we proclaim. We do not look for perfection, rather, we look to be people whose lives are pointing to Jesus and living for his kingdom.

(E.g. Eph. 4:1, 2 Peter 2:2)

- **To support the overall focus of our worship ministry on the person of Jesus Christ.**

As outlined in the introduction, the ultimate aim of our worship ministry is to ensure that Jesus is central to our times of corporate worship services. To understand that the main priority is not us, but Him. As the Psalmist writes in Psalm 100, there is a choice we need to make when we gather together to worship in that we need to, *"enter his gates with thanksgiving and his courts with praise"* (100:4). At times it will mean intentionally willing ourselves to do this (E.g. *"Praise the Lord, O my soul"* – Psalm 103:1), while at other times it will mean intentionally slowing down (E.g. *"Be still and know that I am God"*– Psalm 46:10) so that we can ensure Jesus is the reason and motivation for our thanksgiving and praise.

(E.g. Psalm 100, Heb. 13:15)

4. THE PRACTICAL EXPECTATIONS OF A WORSHIP MINISTRY VOLUNTEER

- **Giftng**

Whilst the ministry is volunteer based, and where we do seek to equip and train volunteers, there is a level of competency required when it comes to things like running a sound desk, operating a PC, playing an instrument or singing. In as far as possible the principle of being '*skillful*' (Ps. 33:3) needs to be applied when bringing on various volunteers to serve.

- **Availability**

For the sake of consistency, accountability, and to also create a healthy volunteer culture within SWBC it is our desire that worship team volunteers **be available to serve**:

- (a) For a period of **one year**, starting from January to December each year. Thereafter volunteers are free to step down and serve elsewhere or continue serving for another year if they wish to do so.
- (b) On average **twice a month** throughout the course of the year.

- **Excellence**

Jesus deserves our best because in Jesus he gave us his best. One of the SWBC core values is that of excellence, where we seek excellence in all areas of service. Within our worship ministry we seek to express this through how we administrate, practice for, and facilitate worship services within the life of the church.

- **Worship Department Meetings**

Outside of practices and services, we will on occasion have worship department meetings (on average twice a year) where all worship ministry volunteers are expected to be in attendance. These meeting are aimed to encourage one another, to communicate important information as it pertains to the worship ministry department, as well as facilitating times of training.

- **Practices**

Practices are the opportunity to be better prepared for Sunday. They are not optional. During practice we have the opportunity to prepare not only musically and technically, but we also have the opportunity to better prepare our own minds and hearts for where and how we will lead worship on Sundays. Volunteers are expected to prioritise and attend practices on time when they are scheduled on the worship roster. Practice times are as follows:

(1) Thursday evenings	18:30 – 20:30	(2 hours)
(2) Sunday mornings	08:00 – 09:00	(1 hour)
(3) Sunday evenings	17:00 – 18:00	(1 hour)

- **Sound Check**

Doing a proper sound check at the start of practice is essential to establishing a good sound for both practice and the services. Given the appropriate time it will minimise potential frustrations as we seek to ensure that every musician can hear what they need to hear. We ask therefore that team members arrive on time and also patiently appreciate the process of doing a sound check. Assigned floor monitors can also be customised via an app of the iPads – we encourage team members to make use of setting their floor monitor levels as the sound check unfolds.

- **Regular Church Attendance**

It is expected that those who serve on the worship ministry don't only attend services when they're rostered to serve. By way of example we encourage you to regularly attend church services even and especially when you're not rostered on a worship team. Not giving up meeting together (Heb. 10:25) is an important part of what it means to worship the Lord.

- **Dress Code**

In seeking to not be a cause of distraction, or in some cases a stumbling block, we kindly ask that everyone dress in clean, well-fitting and appropriate clothes. Please use discretion with any tight/short/revealing clothing. While dressing *appropriately* might be interpreted differently from person to person, please enquire with anyone on the worship committee if you are unsure. If as pastors or worship leaders we feel a volunteer is dressed inappropriately we will let them know.

- **Sunday Evening Service Setup**

Evening service now happen regularly in the recently renovated hall. This means various sound equipment needs to be setup beforehand. We kindly ask that the volunteers roster on each Sunday please assist in the setting up and packing up of the required equipment. We are making efforts to reduce the amount of equipment that needs to be carried across each week. Please consult with a pastor or worship leader to know how to assist.

- **Music Files / MusicStand App**

Worship leaders submit their song choice to the office on Monday mornings, which gives enough time for the music files to be made and/or music to be uploaded and available via the MusicStand App before the Thursday evening practice.

MUSIC FILES

Volunteers are encouraged to take their files home between the Thursday practice and the Sunday service to do additional practice in private. Please ensure that after the Sunday evening service that all music files are returned to the office reception area so that we can place all the music back into their relevant plastic sleeves and back into our worship filing system.

MUSICSTAND APP

You can download the MusicStand app onto your personal phone/tablet device from your local app store. This will enable you to:

- a. Familiarise yourself with the app we're using on the worship iPads.
- b. Customise your music beforehand by enlarging fonts, highlighting chords, writing in your own notes, etc. Whatever edits you make on under your profile on your personal device remains available when you login under your profile on the worship iPads.

Once downloaded and installed you simply use the same username and password that you would use to access Planning Center Services.

- **Monthly Roster**

On the 1st Monday of each month you will receive a message asking you to indicate your availability to serve in the following month to come. You will have a week to indicate your availability/unavailability via either:

a. Planning Center Services

- Go to <https://planning.center/services/>
- Login with your username and password
- Click onto your profile (top right corner)
- You'll then see your profile with x3 main sub-headings: 'Scheduling', 'Communication' and 'Details'.
- Select the 'Scheduling' option where you will then find the 'add blackout dates' option – select that.
- A calendar will pop up. Select any dates that you're unavailable to serve and then click save.

OR

b. Directly contacting the schedule/roster co-ordinator

Thereafter the roster will then be finalised and send out in the 2nd Monday of each month.

**Remember that you need to make yourself available no less than twice a month.*

- **Planning Center Services (PCS)**

PCS is the software program we use as worship leaders to help shape the order of services. They enable worship leaders to be aware of other items like the sermon theme, testimonies, mission reports, communion, baptisms, etc that they will need to shape the worship songs around as well as aiding them to function within the time allocations.

It is also the primary means of communication to worship ministry volunteers in the form of an email sent to you from PCS. For this reason, please ensure your contact information is up to date and that when you do receive email or push notifications from PCS that you give the indication requested - usually by 'accepting' or 'declining' where you been scheduled to serve.

If in the event that you need to 'decline' because you are no longer available to serve on a particular week it is your responsibility to find a replacement and inform your worship leader asap.

- **Stewardship**

We recognise that every resource we have to enhance our worship ministry is from the Lord's good provision to us as a church and also as a result of the faithfulness of those who give regularly and faithfully to the ministry of SWBC. Over many years we have seen much of the technical resources available improve in amazing ways (E.g. a digital sound desk, projectors, software, electric piano and drums, LED lights, additional speakers). As such we ask all those serving to please treat all equipment with respect and care.

- **iPad Use**

- STEP 1 Turn the iPad on
- STEP 2 Open the MusicStand App
(Enter your PCS login and password)
- STEP 3 To exit the MusicStand (or other) app, double tap the home button.
- STEP 4 To Power off, hold the lock/unlock button for 5 secs, then swipe power off option.
- STEP 5 Return the iPad to the worship leader who will take responsibility for charging them.

5. NEW MEMBERS APPLICATION PROCESS?

- STEP 1 A candidate will inform either a pastor or worship leader.
- STEP 2 A formal date, usually on a Thursday before worship practice, will be given to the candidate for:

- a) An Interview with members of the Worship Committee

AND

- b) Musical Auditions

- *Candidate will be accompanied musically with worship committee members while singing/playing.*
- *A pre-selected song would have been given to the candidate beforehand.*
- *Regarding the role of wanting to serve as a 'worship leader' – this is an option for church members only.*

OR

Training for the Sound Desk or PC

- STEP 3 A final decision will be made by the worship committee following our next worship committee meeting.

6. SONG SELECTION PROCESS (FOR WORSHIP LEADERS)

STEP 1: CHOOSING SONGS

You can select songs from 1 of 2 places:

- (1) This A-Z song list booklet
- (2) Planning Center Services | Songs

Tips:

- ✓ Choose songs prayerfully, asking God to guide you in the process.
- ✓ Choose songs that are biblical and theologically accurate.
- ✓ Choose songs that your worship team can play.
- ✓ Choose songs in a key that both you and the congregation can sing.
- ✓ Choose hymns and modern songs, mindful of a multigenerational congregation.
- ✓ Choose songs that prepare
(e.g. to hear God's Word, to receive Communion, to witness Baptisms).

Extra tip:

- ✓ Checkout and select the 'themes' option on Song Select, which helps generate suggested songs connected to a selected theme.

STEP 2: UPLOADING SONGS ONTO PCS

Songs need to be uploaded onto PCS by 10:00 on Monday mornings.

- (1) Select the plan/date of the service you're leading on PCS.
- (2) Go to 'add at item' / select 'add a song'
- (3) When you've found the song, select the required key, then select 'accept'.

NB!! If the required key is not available you need to go out of the current service plan, go to PCS, find the song, select the edit option, select 'default arrangements' option, and then select the 'add key' option where you can select the key required. This key will now be available when you try to import the song on your service plan.

Please be mindful that every time you add a new key for a song that it **counts as a credit** within our CCLI license.

- (4) Once the songs are added to your service plan on PCS:
 - (a) The worship pastor will go into the backend of each song to ensure the correct piano & chord music is available in the selected keys.
 - (b) Thereafter you can inform your team that all the music is available on the Music Stand App should they wish to practice before Thursday's rehearsal.

How to add a new song?

- (1) First get approval from the pastors and/or worship committee.
- (2) Go to PCS / Songs / Add a song
- (3) Insert the correct CCLI number (you can source this via Song Select) so that the correct version is imported.
- (4) Select the key you require and be sure to select the 'import lyrics' and 'download chord chart' options before clicking 'accept'.
- (5) The song will now be available to add to your service plan on PCS.
- (6) Thereafter the worship pastor will:
 - (a) *Edit the title of the song on PCS*
 - (b) *Assign the song a file code*
 - (c) *Ensure that the piano music gets imported into the default arrangements of the song (PCS only import lyrics and chords), and*
 - (d) *Print and place piano/chord/vocal music into plastic sleeve with the code for our worship music files in the church office.*

STEP 3: NOTIFICATIONS TO YOUR TEAM

- (1) Notifications of rehearsals to team members are automatically scheduled ahead of time via PCS.
- (2) If you would like to setup an additional WhatsApp group to convey additional info to team members you are welcome to do so.

For any more information please contact Tyron on 021 852 1810 / tyron@swbc.co.za