

Worship Ministry Handbook





Crossroads Grace Music Ministry

- ~ Be on time
 - ~ Be prepared
 - ~ Be considerate
 - ~ Be committed
- first to Crossroads, then to this
ministry

Characteristics of a Worship Team Member

Integrity
Humble
Team Player
Servant-Hearted
Flexible
Positive
Relationally healthy
Spiritually healthy
Progressing
Has a strong work ethic
Balanced
Patient

Our Teams

Sustained (Main Service Worship Teams)

The Sustained Teams lead worship in the main auditorium for all main services. There are 9 teams.

**At this time these teams serve on Thursday evenings (before the Sunday) and Sunday mornings.*

These teams rotate every other month.

Teams 1 - 4 serve on the **Odd** months (January, March, May, July, September, November)

Teams 5 - 8 serve on the **Even** months (February, April, June, August, October, December)

Team 9 serves when there's a 5th Sunday of the month (April, July, September, December)

Rehearsal:

Rehearsal is the Tuesday before your Thursday/Sunday rotation. You must attend rehearsal to sing/play with your team when scheduled.

Vocals are from 5:30pm - 6:30pm.

Band meets with vocalists from 6:30pm - 6:45pm for team devotions.

Entire team meets on stage for rehearsal from 6:45pm - 9:30pm.

Thursday Evening service:

Service run-thru is from 5:45pm - 6:00pm for those who can make it.

Entire team needs to be ready at 6:00pm, on stage, tuned up, ready to start.

Sunday morning services:

Rehearsal time: **7:15am**

We require you to be available to play/sing for all services. The service is planned each week and we cannot guarantee where the music will be in the service, so expect to stay for the entire service. After the Thursday service, you'll know how much of the service you are involved in.

Once the service starts, please do not use the door from the band room to the Worship Center.

Sustained Worship Teams

Rotation Breakdown - 2018

January:

Week 1: January 4/7 Team 1
Week 2: January 11/14 Team 2
Week 3: January 18/21 Team 3
Week 4: January 25/28 Team 4

February:

Week 1: February 1/4 Team 5
Week 2: February 8/11 Team 6
Week 3: February 15/18 Team 7
Week 4: February 22/25 Team 8

March:

Week 1: March 1/4 Team 1
Week 2: March 8/11 Team 2
Week 3: March 15/18 Team 3
Week 4: March 22/25 Team 4

April:

Week 1: March 29/April 1 Team 5
Week 2: April 5/8 Team 6
Week 3: April 12/15 Team 7
Week 4: April 19/22 Team 8
Week 5: April 26/29 Team 9

May:

Week 1: May 3/6 Team 1
Week 2: May 10/13 Team 2
Week 3: May 17/20 Team 3
Week 4: May 24/27 Team 4

June:

Week 1: May 31/June 3 Team 5
Week 2: June 7/10 Team 6
Week 3: June 14/17 Team 7
Week 4: June 21/24 Team 8

July:

Week 1: June 28/July 1 Team 1
Week 2: July 5/8 Team 2
Week 3: July 12/15 Team 3
Week 4: July 19/22 Team 4
Week 5: July 26/29 Team 9

August:

Week 1: August 2/5 Team 5
Week 2: August 9/12 Team 6
Week 3: August 16/19 Team 7
Week 4: August 23/26 Team 8

September:

Week 1: Aug 30/Sept 2 Team 1
Week 2: September 6/9 Team 2
Week 3: September 13/16 Team 3
Week 4: September 20/23 Team 4
Week 5: September 27/30 Team 9

October:

Week 1: October 4/7 Team 5
Week 2: October 11/14 Team 6
Week 3: October 18/21 Team 7
Week 4: October 25/28 Team 8

November:

Week 1: November 1/4 Team 1
Week 2: November 8/11 Team 2
Week 3: November 15/18 Team 3
Week 4: November 25 Team 4

December:

Week 1: Nov 29/Dec 2 Team 5
Week 2: December 6/9 Team 6
Week 3: December 13/16 Team 7
Week 4: December 20/23 Team 8
Week 5: December 27/30 Team 9

Celebrate Recovery Teams

The Celebrate Recovery service is on Wednesday nights at 6:30pm. There are 4 teams.

- Team 1 - leads in worship the first **Wednesday** of every month
- Team 2 - leads in worship the second **Wednesday** of every month
- Team 3 - leads in worship the third **Wednesday** of every month
- Team 4 - leads in worship the fourth **Wednesday** of every month
- Team 5 - leads in worship the fifth **Wednesday** of every month

Rehearsal:

Rehearsal is on the same Wednesday you are scheduled for from **5:15pm - 6:15pm**.

Plan on arriving between 4:45pm - 5:00pm to set up (if possible) and be ready to start rehearsal promptly at **5:15pm**.

Children's Teams

The Children's Teams are currently for 5th/6th Grades called, Route 56. There are 5 teams.

The Route 56 teams rotate once a month on Sunday's only, at this time.

- Team 1 - leads in worship the first **Sunday** of every month
- Team 2 - leads in worship the second **Sunday** of every month
- Team 3 - leads in worship the third **Sunday** of every month
- Team 4 - leads in worship the fourth **Sunday** of every month
- Team 5 - leads in worship the fifth **Sunday** of every month

Rehearsal:

Rehearsal is on Sunday morning at **7:15am**

These teams play/sing for the ***all Sunday morning services***.
You will meet upstairs in Room 205.

*****Please Note:***

Anyone on a team where minor children are present will be asked to do a background check. For the safety of our children and youth we ask that you do not bring a guest with you on your scheduled rotation that is not in that age group.

CSM Teams (Crossroads Student Ministries)

Jr. High and High School Teams

The **CSM Jr. High** teams lead worship for the Jr. High students (7th-8th grades) on Sunday mornings and the Thursday evening following. There are 5 teams.

- Team 1 - leads in worship the first **Sunday** of every month, plus the Thursday following
- Team 2 - leads in worship the second **Sunday** of every month, plus the Thursday following
- Team 3 - leads in worship the third **Sunday** of every month, plus the Thursday following
- Team 4 - leads in worship the fourth **Sunday** of every month, plus the Thursday following
- Team 5 - leads in worship the fifth **Sunday** of every month, plus the Thursday following

Rehearsal:

Rehearsal is on Sunday morning at **7:15am**.

Band plays/sings for the last 2 Sunday morning services and the Thursday evening service (following that Sunday).

This team meets upstairs in Room 208.

The **CSM High School** teams lead worship for the High school students (9th-12th grades) on Sunday evenings. There are 5 teams.

- Team 1 - leads in worship the first **Sunday** evening of every month
- Team 2 - leads in worship the second **Sunday** evening of every month
- Team 3 - leads in worship the third **Sunday** evening of every month
- Team 4 - leads in worship the fourth **Sunday** evening of every month
- Team 5 - leads in worship the fifth **Sunday** evening of every month

Rehearsal:

Rehearsal is on Sunday afternoon at **5:00pm**.

Band plays/sings for the evening service at 7:00pm. This team meets upstairs in Room 208.

If you are a youth, we ask you to stay for the youth service, not just play/sing and leave.

Exceptions are adults who are not youth staff.

****Please Note:**

Anyone on a team where minor children are present will be asked to do a background check.

For the safety of our children and youth we ask that you do not bring a guest with you on your scheduled rotation that is not in that age group.

Choir Teams (Adult Choir)

Adult Choir

The Adult choir leads in worship as needed. This may be one or two songs on any given Thursday/Sunday services. Once the choir is notified of the Thursday/Sunday, the rehearsal will be the Tuesday prior to that Thursday/Sunday.

**At this time, this team serves on Thursday evening (before the Sunday) and all Sunday morning services.*

Rehearsal:

Rehearsal is the **Tuesday before your Sunday rotation.**

Rehearsal is from: **6pm - 7:30pm.**

Since the parts can now be found online at Planning Center Online, a recorder is not required, but encouraged. By recording your parts at rehearsal, it will help you to better learn your part.

Thursday Evening service:

Service run-thru starts at 5:45pm.

Sunday morning services:

Rehearsal time: **7:15am.**

We require you to be available to sing for all scheduled main services. If you cannot be there for all services, we will ask you to wait until the next time the choir is scheduled.

The services are planned each week and we cannot guarantee where the music part will be in the service, so expect to stay for the entire service. After the service run-through you will know how much of the service you are involved in.

Once the service starts, please do not use the door from the band room to the Worship Center.

Choir Teams (Children's Choir)

Children's Choir

The Children's Choir is led by Megan Lueders. Children's choir leads worship as needed. This may be one or two songs on any given weekend (Thursday and Sunday). Once the parents are notified of the weekend dates through Planning Center Online, the rehearsal will be at least a week prior to that weekend.

Rehearsals:

(Up to) Two Wednesday rehearsals prior to the weekend worship service.

Rehearsal will be from 5:30pm - 6:30pm.

Parents are welcome and encouraged to stay and observe the rehearsal!

Thursday Evening Service:

Service run-through starts at 5:45pm.

Sunday Morning Services:

Come prepared at **8:00am**.

The Children's choir sings in *all* scheduled services. This will mean Thursday night as well as Sunday morning.

We require your child to be available to sing for all scheduled services. If you cannot be there for all of the services, we ask that you wait until next time the choir is scheduled to be a part of the service.

The services are planned each week and we cannot guarantee where the music will be placed in the service, so plan to be available from beginning to end. After the service run-through, you will know how much of the service you are involved in.

Parking on Thursday's/Sunday's for All Teams:

Please be sure to park in the dirt lot in the back of the building or along the business park. We would ask that you do not park in the main parking lot so that our visitors and attenders have a place to park. Also, please do not park in the handicap spaces, unless you have a placard.

Schedules & Rehearsals

Planning Center Online:

We use a web based program for scheduling, lead sheets and mp3's.

Website: <https://www.planningcenteronline.com/login>

Since we use this online program it is extremely important that you keep us informed of your contact information. Unless you let us know you've moved, changed your phone number or email address, you won't be getting the up to the last minute info. You can change this in the Planning Center yourself, or email Kim with the changes.

You will receive an email welcoming you to the Planning Center for the first time. In that email you will receive instructions regarding a password and setting up your account. If you forget your password, you can also call or email Kim and she can send you an email with instructions on how to reset your password in Planning Center.

We try to have the song lists posted by the 4th Sunday of each month for the next month.

You will be sent your list through the Planning Center. In the Planning Center you will be able to print out your own lead sheets. When at all possible, please choose to print the Word doc. The pdf's don't always transpose correctly, but we are working on keeping them updated. You will be able to listen to the audio of the song in the same key that we are playing/singing it in. You won't be able to download it, but you are able to stream the music.

If you own an ipad, Planning Center has developed a free app called **Music Stand**. In Music Stand you are able to see your music in the pdf form and have the ability to make notes and highlight items.

If you are unable to play/sing for your team you need to let Kim or Megan know. If it is before your scheduled day/time, we ask you to do this through the Planning Center, by choosing either the "accept or decline" option when you get the request to serve. You can also block out dates. This is useful if you know you'll be unavailable ahead of time. We encourage you to use this feature.

If you are unable to make it on your day to lead worship, please contact the Worship Leader for your team.
If you cannot reach them, you can call Kim, Megan or Sean.

*****Only call Sean on the day of your rotation if something unexpected comes up.***

Contact Information

The church phone number is: 209.239.5566

Kim: ext. 118 / Cell: 209.345.2235

Megan: ext. 121 / Cell: 408.375.8865

Sean: ext. 115 / Cell: 209.275.2201

Lisa: Cell: 209.324.2765

Email:

kim@crossroadsgrace.org

All Teams can contact

megan@crossroadsgrace.org

All Children's & Youth/CSM

lisadionne209@hotmail.com

All Celebrate Recovery Teams

sean@crossroadsgrace.org

All Sustained Teams

Dress Code

While researching guidelines for a dress code it has become clear that everyone has a different idea of what is “acceptable” dress. As a worship team, though, we do need to get specific because what we do is seen by the entire church and serves as a model, whether we intend to or not.

The goal in establishing a Dress Code is to have everyone on the same page so there is no confusion.

As a team member our role is not to draw attention to ourselves but to point others to Christ.

- Dress in a way that honors the Lord
- Always use modesty in your choice of apparel, whatever the current style of fashion.
- Casual attire is acceptable as it reflects the style of our congregation.

A good rule of thumb would be that if you aren't sure, don't wear it!

Guidelines for both men and women would include:

- We want to present ourselves in a way that does not distract members of the band and/or congregation.
- Be careful not to draw attention to yourself by your wardrobe.
- No tight fitting tops, shirts or pants.
- No shorts with wide pant legs. (This is for men only.) This would apply to a member who plays/sings sitting down.
- Be sure your shirt covers your stomach when arms are up or down.

Young Ladies/Women:

- Skirts/Dresses can be worn as long as they are **at your knee or below**. (Our stages are raised and we don't want to be a distraction to those in the front rows.)
- **NO leggings** are to be worn. They are too form fitting and are a distraction.
- No shorts on stage. Capri's are fine.

Young Men/Men:

- No cut-off jeans.
- Tank tops are not preferred.

If you have any questions, please feel free to talk to Sean, Megan or Kim.

Social Media

Crossroads Music Ministry is excited about our volunteers creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds and other kinds of social media positively. We recognize the desire of many of our volunteers to be a part of a social media community, and we encourage this as a way to connect as humans, and more importantly as Christ followers.

The moment you are placed on a worship team/behind a soundboard/as a stage tech, you are stepping in to a leadership position and those people who see your social media activity are either knowingly or unknowingly using you as an example of what is acceptable for a Christian to say/do/believe. In this light, we are in support of authentic, honest and even vulnerable posts, but we would require that what is posted is always Christ-honoring. A good rule of thumb is to ask before you post, "is this going to honor the Lord, and or lead people to see Jesus more clearly?"

For further explanation of this standard, or if you have any thoughts, or even disagreement with us- please feel free to talk with Sean or Megan. Our desire in all this is not to micromanage your lives, but rather protect you as a leader, and guard the guidelines that the Lord has required of us as His children who are called to point everything we are to Him and His glory.

At this rate, we have had and continue to have conversations with team members regarding what they post, as it is necessary. The conversations have been fruitful and we believe lead to greater godliness and unity within our ministry.

We talk about these things because we care for your souls, and believe the Lord has put us as shepherds to help lead and guide you to love and follow Him.

Specific Examples: (including but not limited to)

Curse Words- either you actually typing the word/emoji, gesturing with fingers, or reposting (screenshotting, retweeting, quoting) swear words will not be tolerated and is an example of sharing something that does not glorify the Lord. Again, the purpose of us enforcing this is not to overstep the bounds into your personal privacy or self-expression, but rather to safe-guard the freedoms we do have in Christ. As leaders of the ministry, we are called to lead you into a more abundant and joyful walk with Christ. If we consider Ephesians 4:29, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."...we are faced with the thought, "is what I want to post beneficial for others?"

Clothing/Lack of:

We are asking that any pictures our volunteers post of themselves or any other person are ones where they are fully clothed.

Any questions/pushback is welcome, but we would ask that if you're a man you speak with Sean, and a lady with Megan.

Thank you for listening and by being a part of the Music Ministry, we are assuming that you willingly put yourself under Sean's care as the pastor of this group by agreeing to be on a team. That the things we do and say to you are for your ultimate good and God's ultimate glory.



Interested in Lessons?

We offer vocal, guitar (electric, acoustic & bass),
keyboard, piano and drums.

Lessons are for one half hour a week, for a month at a time.

Contact: creaturesounds@crossroadsgrace.org