



Ministry Conduct Handbook

Vision

Through our God-given creative and musical talents, we honor & exalt our Heavenly Father, minister to the lost, remind the people of God who they are in Christ, and destroy the works of the enemy. The result is a beautiful *expression* of praise & worship that pleases the Lord.

Involvement Schedule

Choir

Thursday Rehearsal: 6:30-8:00pm
Sunday Soundcheck: 8:30am
Sunday Worship Services: 9:00am & 11:00am

Praise Team

Wednesday Evening Soundcheck: 6:30pm
Wednesday Evening Service: 7:00pm
Thursday Rehearsal: 6:30-8:30pm
Sunday Soundcheck: 8:15am
Sunday Worship Services: 10:00am

Band

Wednesday Evening Soundcheck: 6:30pm
Wednesday Evening Service: 7:00pm
Sunday Soundcheck: 8:00am
Sunday Worship Services: 9:00am & 11:00am
Sunday Rehearsal: *every other Sunday* 1:00pm-3:00pm

Who is the Leadership?

All Biblical leadership has someone that they are accountable to. The Section Leaders are submitted to the Worship Pastor. The Worship Pastor is submitted to the Senior Pastor, who is in turn submitted to denominational covering & beyond.

The Worship & Creative Ministries Leadership Team is broken down into a Worship Pastor, Worship Assistants, Choir Director & Section Leaders. The *Worship Leader's* responsibility is vision casting, oversight, & hands-on teaching throughout the department. The *Worship Assistants'* responsibilities are both administrative and to fill in when the Worship Pastor is absent. The *Choir Director* directs the Choir, assists in vocal instruction, and serves on the audition panel. *Section Leaders* are responsible for personal care & ministry, assessments, disciplinary measures and fellowship within their section.

Who is the Choir?

The Choir is a group of singers, compiled of Sopranos, Altos, Tenors & Basses who together, make a powerful sound of praise to God. The visual aspect of the choir is very important to the platform; displaying unity, power, and energy through expression and movement. Entrance is gained through audition and interview.

Who is the Praise Team?

The Praise Team is an appointed team of skillful singers chosen through audition and interview from the choir. Prerequisites to audition are: 1) Full support of the vision of CLI & Expressions WCM, both in attitude and in action. 2) At least 90 days in the choir with good attendance and strong commitment. 3) Advanced vocal skills. 4) Expressive stage presentation. 5) Vocal and physical endurance.

Who is the Band?

The Band is a group of talented musicians, chosen through audition and interview. Through skill and sensitivity to the Holy Spirit, they play one of the greatest roles in setting the atmosphere of Praise & Worship in the house.

**When a new musician joins the team, their time to "go Live" on the platform in a worship service is up to the discretion of the Band Leader & the Worship Pastor.*

Salvation & Spiritual Growth

A personal commitment to Jesus Christ as the Lord and Savior of our lives and possess a hunger for consistent spiritual growth. We must conduct our lives (inside and outside of the church) in a way that is holy, modest, righteous and pure before the Father and others.

CLI Membership/Attendance & Submission to Leadership

Pre-requisite for attendance...You must have attended Christian Life International consistently for at least 3 months and be committed to the vision of this house.

We believe there is blessing in covenant. If you are not a member of CLI at the time of entrance into the ministry, our desire is that you become a member in the very near future.

Tithing

It is expected of all leadership to set the example of tithing. As worship *leaders*, that expectation is the same for you.

Assessment Period

You have been assigned a "Section Leader" to mentor you. During the first 60 days, your Section Leader will be your *primary contact* for attendance and any questions you may have. After the first 30 days, your Section Leader will meet with you to evaluate your progress & see about any needs or questions you may have. At the end of your 60-day assessment period, you will still remain accountable to your Section Leader.

Rehearsals-Choir

Thursdays are the most critical day for the Worship team. It is our preparation day for weekend services. Promptness, attentiveness, and regular attendance are expected and crucially necessary. Come prepared & ready to work. Lyric sheets for songs to be rehearsed will be available at each rehearsal. **Please bring a 3-ring binder to keep your music in as it is learned.**

Spend time in the word and be in prayer and worship before you step up on the stage. Live the life of a worshipper! **Remember, practice makes permanent, so practice at home and rehearse Thursday as though you are worshipping in a service!** **You will need to attend at least 3 consecutive Thursday evening rehearsals before joining the platform for Sunday AM services.*

Rehearsals-Band

Practice at home and come prepared. You need to know your music *before* rehearsal.

Spend time in the word and be in prayer and worship before you step up on the stage. Live the life of a worshipper! **Remember, practice makes permanent, so practice at home and rehearse Thursday as though you are worshipping in a service!**

Childcare

Childcare is available for children ages 0-10. For the sake of productivity, family members and/or children are not permitted in the rehearsal area/room. (Infants who are yet to "coo" and be the world's cutest distraction are permitted.) Childcare workers are compensated for their services from the WCM department budget. You may check your children in 10 minutes before rehearsal and please pick them up promptly after your portion of rehearsal has dismissed.

Children's Ministry and other Ministry Responsibility

If you have children in CLI's Children's Ministry (ages 0-12), you are required to serve in that department. At most, the *required commitment* is one service, once a month. Though we encourage you to serve in other ministries within CLI, please serve in only one other "Sunday AM" area. Choir is by no means the "most important" place of service, consistency in any ministry is imperative.

Other business

If you have business to take care of before practices or services (speaking with your Section Leader or other team members, running other errands around the church), please arrive with enough time to complete it before prayer and practice begins. If this is not possible, you may take care of it after rehearsal is finished.

Dress Code

We desire to lead worship with excellence & professionalism. Therefore, we have implemented Dress Sets. This is a requirement. New dress sets are assembled & given out on a seasonal basis (Spring, Summer, Autumn, Winter)*. Clothing that is sleeveless, tight, short or revealing isn't appropriate and you will not be permitted to remain on the platform until you are dressed appropriately. Ladies, remember that your knees are eye-level with the congregation. So, be mindful of modesty. Insufficient dress, out of code or indecent, will be asked to step down for that day.

*We are mindful of the need to be good stewards of our finances. Only 2 garments per season will be "new" and required for purchase.

Attendance

Tardiness

A note from Pastor Melanie: Tardiness seems to be a great serious for most musical people. So, here's my statement on tardiness. When I'm late, I am reprimanded. Bishop Tuell reminds me how it affects others and reflects negatively on me as a person, a leader, & a representative of Christ. Out of respect for our Lord, our Bishop, our Church, and the position we've been honored to hold, we *must* be on time. *If you know that you will be late, please call your Section Leader. Otherwise, 3 tardies will be counted as an absence, along with a meeting to confirm your commitment to the ministry.* ☺ Emergencies happen. But, consistent tardiness is unacceptable.

Attendance Requirement

You must maintain a 70% attendance average, including excused & unexcused absences during a trimester. If your average is below 70%, you will be contacted by your Section Leader and will then have the next attendance period to raise it. This grace period will only be extended to each member twice a year. If it becomes apparent that your attendance is prohibiting you from being an active contributor to this worship team, your Section Leader will ask you to take a Leave of Absence until your schedule permits you to attend regularly. This will be supported by the Worship Pastor and Senior Pastor.

An absence is an absence. Excused or unexcused, if you are absent you are missing valuable rehearsal time. The only reason that we have “excused/unexcused absences” is for the sake of accountability and communication.

An Excused Absence is...

An absence reported to your Section Leader before rehearsal and/or worship service. An excused absence includes work conflicts, illness, death of a loved one, and vacations. In serious long-term situations, it may be best to request a LOA (see *below*).

An Unexcused Absence is...

- An absence from a scheduled rehearsal or worship service with failure to contact your Section Leader. All absences and tardies must be reported *in advance* to your Section Leader. Failure to call 2 times may result in probation.

Worship Service Absences

- Out of respect for your Section Leaders, please make your calls no later than 9:00pm and no earlier than 7:00am (on a Sunday) and 8:00am (on weekdays).

Leave of Absence

- If an extended absence from the ministry becomes necessary, it is required that a Leave of Absence Form be obtained from your Section Leader and submitted to the Worship Pastor. A LOA is to be anywhere from 3 weeks to 90 days. If your situation prohibits you from returning within those 90 days, we ask that you resign from this area of ministry until you are once again able to fulfill the commitments required.
- If during your Leave of Absence you've been unable to attend full worship services (due to illness, death of a loved one, etc.), you must attend *2 consecutive weeks of services* before returning to the ministry team. You must also attend *at least one rehearsal*. Ministry is all about pouring ourselves out before the Father and being used to minister to others. It is imperative that you are refreshed & filled up before returning to a ministry position.

Special Presentations

Those wishing to bring a special presentation to the congregation (song, dance, etc.) must be an active and faithful member of a CLI ministry team.

The piece must receive approval by Pastor Melanie. Upon approval, it will then be scheduled at the discretion of Bishop Tuell & Pastor Melanie. In the Order of Service, Special Presentations are typically set during the Tithes & Offerings portion.

Special Presentation rehearsals may not conflict with CLI sponsored meetings and rehearsals.

10 Big “No-No’s”

1. Erratic attendance to rehearsals and services
2. Habitual tardiness at rehearsals, service, sound checks, and prayer
3. Unrelated foolishness and lack of attention during rehearsal
4. Entering the platform unprepared either musically, spiritually, or with bad attitudes—No Divas or Macho Men 😊
5. Ill feelings voiced publicly, or to another team member, rather than privately *to the appropriate Section Leader*, such as immediate dislike to new music, new ideas, or suggestions, etc. We don't promote cancer in the physical, and it will not be allowed in the spiritual either.
6. Members who are more concerned about displaying their individual talent or satisfying personal interests rather than working for the good of the entire group
7. Voicing opinions to others regarding one's disrespect for leadership
8. Not paying your tithe
9. Pursuit of a lifestyle that does not bring glory to God
10. In general, any action or attitude that does not reflect the vision and objectives of the CLI Worship & Creative Ministries

Statement of Commitment

By signing this commitment I verify that I have read, understand & agree to abide by the rules and policies stated in this manual. I understand that this ministry is unto God and everything we do is to honor and glorify Him. I understand and commit to work as a team, submitting to one another in love, bearing one another's burdens, and lifting each other up...

Signature

Date