

Thank you for your interest in the worship ministry at Hope Community Church (HCC). Being part of a ministry, especially that of worship, requires a willingness to serve and commitment to give of your time and talent. There are many different ways to be involved in the worship ministry such as:

1. Worship Platform Teams
2. Audio/Visual Teams
3. Worship Resource Training Program

Serving on the worship team, in any capacity, puts you on a platform that comes with certain standards and expectations. This handbook was created in order to help you understand them. Take time to read it in detail, pray about it, and if you determine in your heart that this is a step God is calling you to take; please complete an application and submit it to the worship pastor/pastor. After review of your application, the worship pastor/pastor will schedule a one on one meeting with you to discuss your application, expectations, and to pray with you regarding your vision to serve. Applications to serve through the worship ministry will be accepted year-round; however, new additions will occur seasonally unless otherwise announced by the worship pastor/pastor. Should your application be received during an off season, this is a perfect time to show your commitment to church, to grow in your relationship with God, and to help serve the church in any way you can.

Current volunteers wishing to continue serving through the worship ministry must complete and return the Team Membership Recommitment Form every January; as well as attend a one on one mentoring session and evaluation of current performance with the worship pastor and pastor.

Again, thank you for your interest. We are praying for you as you consider this process.

Sincerely,

Michelle R. Ruiz
Worship Pastor
Hope Community Church

Rev. Elias Ozuna
Hope Community Church
Senior Pastor

HCC Audio/Visual/Stage Design Teams

Mission

To bring honor and glory to God by enhancing the atmosphere of worship and the church service through technical components

Philosophy

*How beautiful are the feet of those who bring the good news!
Romans 10:14-15*

We bring the good news through the use of

1. Visual Presentation
2. Sound
3. Media
4. Technology

Values

Humility- Submitting our pride, individual agendas, and selfish pleasures to the Holy Spirit to allow Him to act, flow, and speak through worship.

We must decrease, so He can increase.

Commitment- dedicating ourselves to our relationship with God, the vision of the pastors/leadership of Hope Community Church, and to the bettering of our audio/visual abilities.

CHURCH- It is an honor and privilege to lead the church into worship, and therefore, involvement in the ministry is not taken lightly

Goal

For the sound, appearance, and attitude of our ministry to reflect Christ who humbly and obediently pointed others to the Father.

Prayer

That every encounter at HCC direct souls to the name of Jesus through the empowerment of the Holy Spirit

Spiritual Expectations

Leading worship is a privileged opportunity to be a part of something greater than yourself. This in no way means you are greater than others in the church or community, but since you are ministering to others, you will be held to greater standards. The leadership of Hope Community Church asks that everyone on the worship team live lifestyles consistent with biblical scripture, in and out of the church, on and off the stage. To give you an idea of what is expected of team members a list is provided below.

- Have a growing relationship with God that is cultivated daily by following the principles our church believes in: reading the bible, praying, attending church consistently, and obediently paying your tithes.
- Listen to edifying Christian music regularly
- Have private worship time with God to learn how to live a life of worship everywhere you go and in every circumstance.
- Respect the authority, decisions, and vision of the worship pastor, pastor, and other leadership of the church.
- Avoid using your position on the worship team to lift yourself up, and humbly use your gifts/talents to point others to Jesus.
- Be able to discern the direction of the Holy Spirit's leading during worship. There is a time to be loud, a time to be soft, a time to go on, and a time to stop; and being sensitive to the Holy Spirit allows the worship service to flow smoothly and free of distraction.

Functional Expectations

In order for the ministry to function as a team and to the best of its ability, respect for the expectations listed below is crucial. Unexpected events or circumstances are understandable but should not be habitual.

Communication

- Planning Center Online (PCO) is a great tool to organize services, events, who is scheduled, leading a song, the sequence of how songs will be played/sung, etc.
- The majority of communication for the audio/visual teams will be through PCO. Team members will be given a personal login and be responsible for regularly checking their email/PCO to stay informed on scheduling, rehearsals, events, new music, changes, etc.

Scheduling/Confirmations

- Once scheduled, team members will receive a request through PCO at least 10 days prior to the Sunday service they are scheduled for.
- Team members may be asked to serve outside of regular Sunday services, such as outreaches, worship nights, group gatherings, funerals, etc. It is important for team members to have servant hearts that are willing and flexible to serve in such cases.
- Team members will periodically be given Sunday breaks from serving through worship. This should not be perceived as a personal attack, but an opportunity to rest, reflect, and worship from the other side.
- Once scheduled for a service/event, team members will receive an email from PCO requesting a confirmation. Simply click confirm or decline, and PCO will automatically send your response to the worship pastor.
- After team members have received their request for confirmation through PCO, they have until the Sunday evening (7 days) prior to the Sunday service they are scheduled for to confirm or decline. This allows for proper planning of the worship pastor and preparation for substitutes if applicable.
- Team members who fail to confirm/decline by the above-mentioned time will have their requests considered a decline. The worship pastor may then decide to request a substitute or proceed that week without the unconfirmed position.

Availability/Rotations

- Visual team members are expected to be on time and be ready to start worship rehearsal on Sunday mornings by 10:15 am unless otherwise announced. Being ready and on time includes the computer on, proclaim loaded, and ready for the downbeat of worship rehearsal.
- Audio team members are expected to arrive by 10:00 am on Sunday mornings in order to assist with turning on equipment, setting up instrument/vocal lines for those serving, and helping troubleshoot if needed.
- It is always good practice to arrive ahead of time so if unforeseen issues arise, they do not delay the start of rehearsal (ie frozen computers, loss files, dead batteries, broken cables, etc).
- Team members are permitted to request time off for prior commitments, vacations, and breaks. Block out dates should be entered through PCO at least 2 weeks in advance to allow adequate time for the worship pastor to plan, and substitutes to prepare.
- Teammates may be rotated to cover those out sick, on vacation, on breaks, or needing to serve elsewhere in the church. Rotations may last a weekend,

weeks, or up to a season depending on the needs of the worship team and vision of church leadership.

Cancelling

- If an emergency or unforeseen event occurs after confirming for a service/event, please contact the worship leader as soon as possible via PCO email/telephone/text.
- In cases of unplanned delays and emergencies within 24 hours of a service/event, it is the team member's responsibility to update the worship pastor via telephone/text. Last minute cancellations should not occur by declining through PCO.

Rehearsals

- Team members will be responsible for attending Sunday morning rehearsal when scheduled
- Audio Teams are expected to arrive at least 15 minutes prior to the start of rehearsal (10:00am), to ensure
- Rehearsals will start promptly at the time they are scheduled, and parts missed by individuals who are late will not be repeated.
- The HCC worship team is made up of individuals with different skill levels. Team members should respect each other and their playing/singing abilities.
- Please do not critique other team members or tell them how they should play, sing, run sound, or computer. This is a role for the worship pastor, and will protect team health and prevent frustrations, hurt feelings, etc.

Proper attire adds to the professionalism of the worship experience. Being free from distraction in all areas is important, therefore, members are asked to come neat, clean, and appropriately dressed/groomed. Hope Community Church does not require a certain dress code for its members, but as leaders we are on a platform and should therefore present ourselves in a modest and professional manner.

- No short dresses or skirts
- No clothing that is too low, tight, or revealing
- Leggings (thin stretch pants without pockets) should be accompanied with a long shirt or blouse to cover derriere
- No shorts
- No exposed underwear

Audio/Visual Production Team

The audio/visual team serves to enhance the atmosphere of worship through technical components. While this team is behind the scenes, it plays an integral part in assisting others to enter into God's presence and experience Him in powerful ways.

Sound Stage Area

- Only individuals scheduled on PCO are allowed on the sound stage before, during, and after the service. (this prevents accidental damages, distractions, and accountability).
- All equipment, including cables, are to be handled with care, stored properly, and accounted for. We must be good stewards of all church equipment, expensive or not (Please put things back where you found them)
- No food or drinks allowed in sound stage area with the exception of water bottles with a cap/lid (Please throw away your water bottles!)

Visual Production

- Visual team members must be attentive to the needs of the service at all times. This includes worship team rehearsal, opening of service, during the sermon, as well as closing of church service
- Team members should use PCO to familiarize themselves with the worship songs for the week and sequence in which they will be played to avoid lyrics being displayed too slowly or incorrectly. Team members should also be flexible for spontaneous changes that may occur (ie. singing another chorus or bridge, changing the order of the setlist, adding or removing a song)
- All slides for each service should be reviewed by at least two individuals prior to each service to avoid spelling/grammar errors, incorrect sized slides, etc. (pre service loops, lyrics, sermon)
- Visual team members are responsible for running lyric slides during Sunday worship rehearsal. This gives both the worship and visual teams an opportunity to rehearse for the live service, to ensure the proper songs are loaded, and to find any slide errors.
- Whenever possible videos or songs that are incorporated into the service should be downloaded prior to service to ensure playability and avoid buffering due to slow internet speeds
- Members should make ongoing efforts to learn how to assist with the visual side of production, programs we use, graphic design, editing, troubleshooting on their own, and by attending scheduled trainings

Audio Production

- Audio members must pay attention at all times to be prepared to adjust sound as needed throughout the entire service. This includes rehearsal, opening of service, during the sermon, as well as closing of church service
- Team members should use PCO to familiarize themselves with the worship songs for the week, who is leading the songs, who is speaking during transitions, etc.
- Members should be vigilant to those on the platform at all times for signals to raise or lower volumes, mute/unmute instruments, etc.
- It is important for team members to be aware of who will be leading a particular song to adjust their levels for that song and return them back once they are no longer leading. This also applies when an individual is speaking while the music is playing and cannot be heard; an adjustment should be made and returned back once the individual speaking finishes.
- Members should make ongoing efforts to learn how to assist with audio/sound control, types of equipment we use, and how to troubleshoot on their own, and by attending scheduled trainings

Moral Responsibilities

Team members should maintain a clean, healthy, and God centered life. While the list below names a few moral standards the leadership of HCC believes team members should adhere to, the best guide to living a moral life is the word of God.

- Personal social media posts, whether public or private, should reflect the values we have as believers in the word of God
- No alcohol or drug use by team members
- Team members should refrain from taking part in sexually immoral acts such as; sexual relations outside of marriage, homosexuality, and pornography.

Exiting the team/Extended Breaks

Should a team member at any time feel the need to step away from serving on the worship team to deal with personal issues, to take a break, or if God is calling them to another area of ministry; they should talk with the worship pastor or senior pastor. Members will be asked for an approximate time of return. As the time to return approaches, a meeting with the worship pastor and senior pastor will be scheduled to discuss return to the team, the need for more time, or stepping down if necessary. Team members on break should stay committed to regular church attendance and growing their relationship with God.

Disciplinary Action

Failure to follow the expectations listed in this handbook will lead to redirection by the worship leader. Habitual noncompliance with expectations will lead to a conference with the worship pastor and pastor. Any actions by a team member that are considered harmful to the worship team and/or ministry of Hope Community Church may affect their team membership status/participation. Disciplinary action will be carried out in a loving manner that encourages the individual to restore their life of worship to one that reflects the actions, thoughts, and obedience of the life of Jesus Christ.

Thank you for taking the time to read the HCC Worship Team Handbook. Know that the above-mentioned standards and expectations were prayerfully developed in love and with the mindset of creating a worship team that strives to honor God in all that they do. Please feel free to bring any suggestions, questions, and/or concerns to the worship leader at any time.

Contact Information

Michelle Ruiz- Worship Leader
Elias Ozuna- HCC Senior Pastor
Planning Center Online

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(956) 566-4222

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services.planningcenteronline.com



HCC Audio/Visual Production Team

Application

Date: _____

Name: _____ Email: _____

Date: _____

Address: _____

Cell: _____

I'm interested in serving through:

Audio Production Visual Production Both

Do you have experience serving on an audio/visual team?

Yes No If yes, explain where, and for how long.

Name some characteristics about yourself that would be an asset to the Audio/Visual Team:

List any programs, equipment, or other things that you know how to use that may help the audio/visual production team. (Windows, iOS, Word, PowerPoint, Adobe, Photoshop, Proclaim, Garage Band, Music Maker, Wordpress, PA systems, monitors (in ear and floor), wireless systems)

Do you have a personal relationship with Jesus Christ? If so, how long have you been a believer?

Briefly describe your testimony.

How long have you been attending HCC? Do you consider it your church home?

Why do you want to get involved in the Audio/Visual ministry? What is your view of worship and church?

If you were not selected to participate on the HCC Audio/Visual team your response would be:

Do you have any family/work conflicts that could keep you from dedicating certain hours per week, if you are scheduled on a platform team?

What is your availability on a weekly basis? (AM & PM)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Use the space below to include anything about you, your skills, or trade that you would like to be considered in the application process.