

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 Production
3. Worship Resource Training

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 or pastor. After review of your application, the worship pastor and 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 Worship Team

## **Mission**

To bring honor and glory to God by serving and leading others into a deeper level in God's presence through skillful and anointed worship while blending traditional and modern-alternative styles to reach the diverse community around us.

## Philosophy

*But the time is coming—indeed it's here now—when true worshipers will worship the Father in spirit and in truth. The Father is looking for those who will worship him that way. John 4:23 (NLT).*

To be the worshipers that the Father is looking for we must:

1. Live our lives in accordance to God's word
2. Be led by his Holy Spirit
3. Do everything to the glory of God

## Values

**H**umility- 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.*

**C**ommitment- dedicating ourselves to our relationship with God, the vision of the pastors/leadership of Hope Community Church, and to the bettering of our musical/vocal abilities.

**C**HURCH- 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 worship 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, chord sheets, music, tutorials etc. All team members will be given a login for PCO.
- The majority of communication will be through PCO, so team members will be responsible for regularly checking their email/PCO to stay informed on scheduling, practices, events, new music, key 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 off of the platform.
- 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

- Full time worship team members will be responsible for fulfilling a minimum availability that includes:
  - Wednesday Night Rehearsals 6:30pm-8:30pm
  - Sunday Rehearsals/Service 10:15am-1:00pm
  - Other events, special practices, or workshops will be announced well in advance for teammates to make accommodations to attend.
- As needed (PRN) volunteers will be responsible for fulfilling at least one Sunday a month and will be held responsible for the above mentioned Wednesday and Sunday availability.
- Both full-time and PRN 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.
- Multi-instrument 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 pastor 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 Wednesday night rehearsal prior to the Sunday service they are scheduled for.
- Being on time to rehearsal includes team members in position, instruments tuned, pedals, tablets, and chord sheets ready to begin. (**6:30pm** on Wed. and **10:15am** on Sun. unless otherwise announced)
- 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 or sing a part. This is a role for the worship pastor, and will protect team health and prevent frustrations, hurt feelings, etc.

### **Musical Expectations**

It is very important to remember we don't worship music, a certain style, or sound-- we worship God. However, since the worship team uses music to lead others in worship, we should do the best we can to develop our singing and musical abilities. Below you will find what is expected musically from teammates.

### Entire team

- Should have a desire to learn new songs
- Time to devote to practice at home in order to come prepared for rehearsals and services. Practice is not the place to run through or listen to a song for the first time unless the worship pastor is using practice to introduce a song for the first time

- Use tools and online resources to learn your parts, grow your musical skills and giftings (this should be ongoing)
- Be responsible for logging into PCO, printing chord/lyric sheets and maintaining a music binder if not using a tablet. (this is not the worship pastor's responsibility)
- Learn individual part/s according to uploaded Mp3/4 or tracks

### Vocalists

1. Listen to regularly scheduled songs often to learn their flow, the vocal dynamics, and most importantly the lyrics to avoid being fixated on tablets, projection screens, or lyric sheets
2. Ensure you are staying on pitch, and able to differentiate between the melody line, harmonies, etc.
3. Practice singing different styles of worship music to learn to adapt to different vocal styles
4. Follow the team member leading the song without singing over them
5. Set aside time when asked to lead a song so you can lead it confidently
6. Have a teachable spirit that takes constructive criticism with a positive attitude

### Instrumentalists

- Must have a working instrument/s at home to practice
- Have a basic knowledge of chord charts, scales, and music theory
- Follow the team member leading the song without bringing attention to yourself by playing the appropriate chords/notes, rhythm/speed, tone and volume
- Practice with a metronome to ensure the proper speed/tempo is followed throughout the song
- Be flexible and improvise as needed
- Be willing to develop other musicians participating in Worship Resource Training Program
- Have a teachable spirit that takes constructive criticism with a positive attitude

### **Stage Presence**

Stage presence should in no way be confused with a “performance.” Together we should demonstrate our passion and joy to be worshiping God for all that He is, and has done for us. It should not be about creating fans of



our playing and singing abilities. Having a conscious mind of your stage presence will influence an atmosphere of engaged worshipers. Below are a few things to consider when on the platform/alter.

*Body language* is one way we tell others about how we feel about worshiping God. Without speaking- it can say I'm happy to be here praising God, or it can say I'm so bored of this song and I wish it would end. This is why it's important for us to be mindful of our body language. Remember the church is a mirror that will reflect the way we worship. The worship pastor will not tell you exactly how to worship, but below are a few things to keep in mind when examining your stage presence.

- **Standing or sitting up straight** (slouching says you don't want to be there)
- **Clapping of hands** during praise songs (says you are happy to be praising God)
- **Singing with a smile** (displays love for worship, the church, and your ministry)
- **Lifting your hands up especially when singing about it** (it's a symbol of surrender, and can help someone in the church lift their hands for the first time)
- **Singing even if you don't have a microphone** (says you are doing more than just playing an instrument)

*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

### **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 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 pastor. Habitual noncompliance with expectations will lead to a conference with the worship pastor and senior 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 pastor at any time.

### **Contact Information**

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

956-460-9105  
(956) 566-4222

[jmmruiz3@gmail.com](mailto:jmmruiz3@gmail.com)

[services.planningcenteronline.com](http://services.planningcenteronline.com)



# HCC Worship Team Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Primary musical talent: \_\_\_\_\_

My skill level for this talent:

Beginner  Intermediate  Intermediate  Advanced

Secondary musical talent: \_\_\_\_\_

My skill level for this talent:

Beginner  Intermediate  Intermediate  Advanced

I feel confident: (check all that apply)

Playing/singing in a supportive role  Playing/singing in a lead role

Playing/singing a solo if needed  Other: \_\_\_\_\_

I feel competent in: (check all that apply)

Reading sheet music  Reading chord charts

Soloing  Picking out harmonies or counter melodies

In the past I have: (check all that apply)

Played or sang in a band or worship team  Led worship

Played in another type of band (list type: \_\_\_\_\_)

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

Do you have a personal relationship with Jesus Christ? If so, how long have you been a believer? Briefly describe your testimony.

Why do you want to get involved in the worship ministry? What is your view of worship?

If you were not selected to participate on the HCC worship team, your response would be:

If you were not selected to participate on the Sunday worship team, but asked to serve through worship for prayer group, youth group, or young adult nights, would you be willing to?

Yes  No

If asked to be part of the team, you currently have all the equipment needed (instrument, pedals, tuner, etc).  Yes  No

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?

Are you interested in serving as a full time team member or as an need (PRN) volunteer?

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

## HCC Worship Commitment/Acknowledge Form

If chosen to serve on the HCC Worship Team, I pledge to:

cultivate my relationship with God daily by following the principles our church believes in; praying, reading the bible, attending church consistently, and paying my tithes.

Initial \_\_\_\_\_

live a life that lines up with the word of God that does not use my position on the worship team to draw attention to myself, but rather points others to Jesus. Initial \_\_\_\_\_

fulfill a minimum availability of Wednesday evenings from 6:30pm-8:30pm and Sunday mornings from 10:15am-1:00pm) Initial \_\_\_\_\_

respect the time of my teammates by being on time for rehearsals, events, and services. I understand this consists of being in position, with my instrument tuned, pedals, devices, and chord/lyric sheets ready to begin at scheduled start time. Initial \_\_\_\_\_

be prepared. I understand that my offering of worship begins with the preparation of my heart and skill well before my Sunday offering. Being prepared consists of practicing my part at home, and not using rehearsals to learn parts or listen to songs for the first time.

Initial \_\_\_\_\_

stay in compliance with the expectations listed in this handbook. I understand any area of weakness in my life that negatively affects HCC or is a hindrance to the HCCW team, will be addressed and handled individually, confidentially, on a pastoral level, and could result with my team participation being affected. Initial \_\_\_\_\_

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HCCW Team Membership Recommitment Form

I currently serve on the HCCW team, have read the revised handbook, and pledge to:

cultivate my relationship with God daily by following the principles our church believes in; praying, reading the bible, attending church consistently, and paying my tithes.

Initial \_\_\_\_\_

live a life that lines up with the word of God that does not use my position on the worship team to draw attention to myself, but rather points others to Jesus. Initial \_\_\_\_\_

fulfill a minimum availability of Wednesday evenings from 6:30pm-8:30pm and Sunday mornings from 10:15am-1:00pm) Initial \_\_\_\_\_

respect the time of my teammates by being on time for rehearsals, events, and services. I understand this consists of being in position, with my instrument tuned, pedals, devices, and chord/lyric sheets ready to begin at scheduled start time. Initial \_\_\_\_\_

be prepared. I understand that my offering of worship begins with the preparation of my heart and skill well before my Sunday offering. Being prepared consists of practicing my part at home, and not using rehearsals to learn parts or listen to songs for the first time. Initial \_\_\_\_\_

stay in compliance with the expectations listed in this handbook. I understand any area of weakness in my life that negatively affects HCC or is a hindrance to the HCCW team, will be addressed and handled individually, confidentially, on a pastoral level, and could result with my team participation being affected. Initial \_\_\_\_\_

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_