

2007

**Choir and Orchestra
Handbook**

Liberty Baptist Church
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Liberty Baptist Church

Worship Ministry Handbook

2007

As Pastor of Worship and Administration at Liberty Baptist Church, I want to welcome you to this exciting ministry. In my opinion there is no better place to serve the living God than in the Worship Ministry. God has placed you at Liberty for a reason and I am glad He chose you to serve here in the ministry of worship.

The following was put together to help you be successful in this ministry as well as provide you with guidelines and expectations. If the following does not answer your questions please feel free to call one of your Choir Council members or myself.

A purpose and mission should drive every organization. Ours is no different. As the church's mission is *to share the gospel of Jesus Christ, while caring for the entire family, and equipping members to impact the world for Christ*, ours is:

Purpose and mission: *Creating in people a passion for the presence of God. Worshipping Christ in spirit and truth; teaching and admonishing one another with psalms, hymns and spiritual songs; and by living a lifestyle of commitment and joy in serving God both inside and outside our church.*

Goals and Evidence of our ministry are found in the following scripture:
2 Chronicles 5:11-14

The priests then withdrew from the Holy Place. All the priests who were there had consecrated themselves, regardless of their divisions. All the Levites who were musicians (Asaph, Heman, Jeduthun and their sons and relatives) stood on the east side of the altar, dressed in fine linen and playing cymbals, harps and lyres. They were accompanied by 120 priests sounding trumpets. The trumpeters and singers joined in unison as with one voice, to give praise and thanks to the Lord. Accompanied by trumpets, cymbals and other instruments, they raised their voices in praise to the Lord and sang: "He is good; His love endures forever." Then the temple of the Lord was filled with a cloud, and the priests could not perform their service because of the cloud, for the glory of the Lord filled the temple of God.

The Choir in the Present-day Church

Most contemporary churches have dismissed the choir and replaced it with praise teams on a weekly basis. Their reasons include:

- Choirs don't relate to people today
- People are not listening to choir music on the radio
- Too many older folks involved to reach the youth culture
- Too much work
- Too expensive

Yes, it is a high maintenance, costly ministry, only because it provides so many people with an outlet for service and ministry. At Liberty, we are committed to having a vibrant choir ministry for the following reasons:

- biblical history (choir was in front of the army)
- promotes community
- there is power in numbers
- provides a spot for average talent to flourish
- develops potential worship leaders
- opens door for miracles (with one rehearsal per week it's always a miracle when God and the choir/orchestra pull it off on Sundays and special events)
- a great deal of fun and humor

How does the Liberty Choir/Orchestra fit into the Life of Liberty?

Our Sunday services provide an “entrance point” for worshippers. It is the main introduction of Liberty to our community. Music and drama obviously play a role in that introduction of our church to everyone who attends. Here are three statements that solidify the importance of the music and the choir:

Fact: Music is one of the main elements that draw people to Liberty.

Fact: A large majority of first time guests speak about the impact the choir and orchestra (and other musical elements) had on their visit to Liberty.

Fact: The membership of Liberty loves music, including songs of the choir and orchestra.

Musical Styles

“If you try to please all of the people some of the time, you’ll end up pleasing no one all of the time.”

You will quickly see that Liberty sings a great deal of praise and worship, black gospel, contemporary choruses, southern gospel, and hymns in fresh, new ways. Our music must relate to where people live and must draw them to Jesus. Our objective is not to expand people’s musical taste or appreciation. Without apology, our goal is to draw people to Jesus and then help them truly worship Him. Our leadership will always allow the fellowship to worship with instruments, voices, clapping, and the raising of hands as well as other expressions of faith as long as those expressions are Christ-Centered.

The following is a summary of applications used by our Worship Ministry:

- Our music is celebrative, with a message.
- Our goal is to touch the heart, not just stimulate the mind.
- The choir/orchestra is treated as a large ensemble both in rehearsal and in the worship service.
- The choir is contagious. The congregation will never express themselves corporately more than what the choir models for them.
- Solos and ensembles are often used to add creativity, impact, more controlled sound mix, and they give a personal touch.
- The choir strives for memory on a weekly basis. Eye contact and freedom of personal expression is very important in each service.

When does the choir/orchestra lead in worship?

Yearly activities include:

1. Leading worship at Liberty each Sunday morning
2. Mission trip on Labor Day weekend each year
3. Lead in Revival Services
4. Lead in “Dinner and a Concert”
5. Lead in an Easter Drama each year
6. Presents a Patriotic Celebration
7. Presents a Christmas Celebration

The Rehearsal Experience

Most secular musical groups meet at least weekly for 2-3 hours filled with intense rehearsal. At Liberty, we do not have that luxury. Therefore it is imperative that you not miss a single rehearsal unless there is an emergency, sickness, or a situation that cannot be helped. And no, church ministry team meetings are **not** considered an emergency. Please remember we only have approximately one hour and twenty minutes per week to get the choir and orchestra ready for each Sunday while preparing for six weeks ahead as well as for special events such as Revival, Easter drama, Christmas presentation, Independence Day, etc. God deserves our best and not our leftovers so please do your best to not miss. If you do have to miss, please call the church office ahead of time whenever possible. This helps immensely with our planning.

Why does the choir sing from memory?

Everyone knows that eye contact is vital. If we tell our spouse, “I love you,” yet we look at the floor while saying it, our words have little impact. Each Sunday, when we are telling people “I love Jesus,” or “Listen to what I am saying about Jesus,” yet we don’t care enough to look at them... the message is watered down. The following is how we help you learn notes, rhythm, and words on a weekly basis without being stressed out!

-An anthem CD is available with most of the choir songs for the next several weeks. Play it in your car or at home as often as you can.

-Our Worship Pastor will rehearse the songs six weeks in advance on Wednesday evenings. Repetition is the best natural teacher.

-The “Rehearsal Notes” newsletter that is passed out each week will have the lyrics for the upcoming choir song.

The final reason for memory is that this format is the only hope for a decent sound mix each week. The choir mics can’t pick up sound from the top of your head...only from your mouth. Plus, we have another wonderful situation: the orchestra is too big for our platform and they play with much confidence! The only way we can get the choir voices above our instruments is to sing confidently straight into the mics and directly to our people.

Special Note: There are weeks when we just cannot pull off the musical demands of a certain song. Thus, we use music and folders. Remember, when you enter the loft, carry your folder in the hand which is away from the congregation.

What part do I sing?

Most people either sing high or low, or sing the melody or harmony. These two factors usually help people determine their vocal part. Our choir is divided and sound mixed by the following parts:

Ladies

I Soprano (Melody and descants)

II Soprano (Melody and middle harmony)

Alto (Low harmony)

Men

Tenor (High harmony)

Baritone (Bass and Middle harmony)

Bass (Low harmony)

The Liberty Orchestra

The Liberty Orchestra is a vital part of the Liberty Music Ministry and an integral part of the entire church. They play in our worship services using many styles of Christian music including traditional, contemporary, jazz and much more. Variety is the key here. All players must be of high school age or higher or a special audition will be required.

Music in the Bible holds a place of great prominence. It is mentioned over 839 times, thus statistically indicating music's great importance in the kingdom of God. 1 Chronicles 15:16 defines music as a ministry by appointment. As those skilled on musical instruments, we have a scriptural mandate to raise sounds of joy to our God. 1 Chronicles 9:33 further states the position of an instrumentalist in the house of the Lord as set aside for this specific task. "Now these are the singers, ... who lived in the chambers of the temple free from other service; for they were engaged in their work day and night."

Commitment to being in our God-called place is the basis on which that calling stands. The overwhelming majority of all instruction given is communicated during Wednesday and Sunday (weekly) rehearsals. Ears not present are not able to hear. In order to develop an ensemble sound, it is only reasonable to expect a high percentage of participation during times designated for accomplishment of these and other goals. We are a worship team and as such the burden of preparedness falls upon each individual by maintaining his/her commitment to Christ and to the other team members. Therefore, we should make every effort to adequately prepare and perform for His glory. This includes being prompt for both rehearsals and service times because the nature of instrumental music requires time for warming-up, tuning, and inspection of equipment. It is always advantageous to arrive early and remain until the task is completed.

CHALLENGE TO CHOIR AND ORCHESTRA MEMBERS

1. **Lifestyle** –living in a manner that agrees with Christ.

Psalm 15

*Lord, who may dwell in your sanctuary? Who may live on your holy hill?
He whose walk is blameless and who does what is righteous, who speaks the truth
from his heart and has no slander on his tongue, who does his neighbor no wrong
and casts no slur on his fellowman, who despises a vile man but honors those who
fear the Lord, who keeps his oath even when it hurts, who lends his money without
usury (interest) and does not accept a bribe against the innocent. He who does
these things will never be shaken.*

2. **Commitment** –being sacrificially committed to the call of God, not the Worship Pastor.

Luke 12:48

*From everyone who has been given much, much will be demanded; and from the
one who has been entrusted with much, much more will be asked.*

3. **Accountability** –as unto an army! Can you imagine a commander not knowing the whereabouts of his troops? That’s the same principle applied each Sunday as we gather to lead into the battle. You can be accountable by:

- a. **Participating** and not missing rehearsals or performances unless there is a major emergency.

Luke 12:48

*From everyone who has been given much, much will be demanded; and from the
one who has been entrusted with much, much more will be asked.*

- b. **Communicating** any needs and anticipated absences from Sunday morning worship, as well as Wednesday rehearsals by calling the church office at 770-461-5644 or by emailing rsmith@lbcfayette.org (for choir) REMilam@southernco.com (for orchestra).

- c. **Being on time** for rehearsals and warm-ups.

- d. **Being positive** in your attitude. This is an encouragement to those around you.

Romans 14:11-12

*It is written: As surely as I live, says the Lord, every knee will bow before me;
every tongue will confess to God. So then, each of us will give an account of
himself to God.*

Luke 12:48

*From everyone who has been given much, much will be demanded; and from the
one who has been entrusted with much, much more will be asked.*

CALLING VS. VOLUNTEER

When God has put His call on you, woe be to you if you turn to the right hand or to the left. He will do with you what He never did with you before the call came; He will do with you what His is not doing with other people. Let Him have his ways. –Oswald Chambers

When you are interested in something, you do it only when circumstances permit. When you are called to something, you accept no excuses, only results.

1. A volunteer looks upon rehearsal as another commitment he's been obligated to fulfill, but someone called of God looks upon rehearsal as another opportunity to be used of God.
2. A volunteer looks upon any constructive criticism with indignation, but someone called of God is grateful for feedback because he wants to be the best he can be.
3. A volunteer puts in minimum effort, but someone called of God puts in maximum effort.
4. A volunteer sits back and complains about this and that bothering him, but someone called of God leads a personal campaign to improve that which needs improvement.
5. A volunteer feels threatened by the talent of others, but someone called of God feels secure in God's direction for his life.
6. A volunteer does no outside practicing or preparation (after all, he's just a volunteer) but someone who is called of God comes to rehearsals and performances as prepared as possible.
7. A volunteer wants to quit at the first sign of adversity or discouragement, but one called of God digs in and perseveres.
8. A volunteer is oblivious to the needs of his ministry, but someone called of God prays over the needs of his ministry.
9. A volunteer is more prone to jealousy of others, but one called of God praises God for distributing gifts and talents as He chooses.
10. A volunteer shrinks back from resolving relational conflict, but someone called of God seeks to resolve all relational conflict to preserve the unity of the team with which he serves.
11. A volunteer's main source of fulfillment is his talents and abilities, but someone called of God knows that being used of God is the most fulfilling thing he can do with his life.

12. A volunteer can't handle being put into situations where he's going to be "stretched", but someone called of God responds to God's call with humble dependence on Him.

**Lord, Bless us According To Our
Commitment and Preparation**

Choir/Orchestra Council Officer Responsibilities

PRESIDENT

1. Assumes responsibility for the work of the entire council. *(see note below)
2. Consults with the Director on a weekly basis.
3. Helps the Director create new ideas of choral ministry.
4. Presides over the monthly and other Council meetings.
5. Staffs the new Council with the help of present council officers.
6. Appoints all special committees as needed.
7. Serves as ex-officio member of all committees.
8. Strives to promote good fellowship and cooperation among choir and orchestra members.
9. Ministers to the needs of the Council.
10. Meets and introduces to the choir all visitors and new members.
11. Visits or phones chronic absentees.
12. Maintains a daily private devotion time.

SECRETARY

1. Collects attendance sheets from the Care Group Leaders each Wednesday.
2. Tallies attendance sheets and gives copies to the Director.
3. Maintains informal record of Council meetings.
4. Attends monthly Council meetings.
5. Maintains a daily private devotion time.

TREASURER/VISITATION CHAIRMAN

1. Provides choir/orchestra members an opportunity each Wednesday night to contribute to the Choir/Orchestra Fund.
2. Personally responsible for delivering flowers or an appropriate gift in accordance with established policy to members who are hospitalized.
3. Handles the sending of Gideon Living Memorial Bibles in accordance with established policy in memory of deceased choir or orchestra members or their immediate family.
4. Make other expenditures as approved by the Choir/Orchestra (e.g. scarves and ties for choir members; recognition of appreciation to music staff members.)
5. Maintains Funds for the above mentioned responsibilities.
6. Attends monthly Council meetings.
7. Maintains a daily private devotion time.

NEW MEMBER ORIENTATION CHAIRMAN

1. Enrolls all new members and explains Handbook to them.
2. Introduces each new member to Robe and Music Coordinators.
3. Introduces new members to an assigned care group leader.

4. Notifies Director and President of all new members.
5. Attends monthly Council meetings.
6. Maintains a daily private devotion time.

CARE GROUP LEADERS

1. Checks weekly attendance records of your assigned group and gives report to Secretary.
2. Makes weekly contact by phone, card or visit to absentees in your group (note absentees on Sunday morning, also, for appropriate follow up.)
3. Ensures that new members to the group become familiar with the music folder, practice packet, rehearsal routine, etc. Enlist the help of a seat partner (not necessarily from your group) for the first night or two.
4. Inform President of any special needs from your group.
5. Attend monthly Council meetings.
6. Maintain a daily devotion prayer time.

ROBE AND MUSIC COORDINATORS

1. Assist members with robe fittings and music folder assignment.
2. Coordinates with Director to properly assemble choir and orchestra music folders and practice packets.
3. Attends a monthly Council meetings.
4. Maintains a daily private devotion time.

SEATING CHAIRMAN

1. Organizes Choir for entrance into choir loft for each service at which we sing.
2. Attends monthly Council meetings.
3. Maintains a daily private devotion time.

CARD CORRESPONDENCE CHAIRMAN

1. Responsible for sending cards in accordance with established policy to choir and orchestra members and their family members who are ill or bereaved.
2. Attends monthly Council meetings.
3. Maintains a daily private devotion time.

HISTORIAN

1. Maintains picture and scrapbook of all choir/orchestra events during the year.
2. Attends monthly Council meetings.
3. Maintains a daily private devotion time.

GREETER

1. Greets members as they enter the room for practice.
2. Points out material on the side tables which needs to be added to folders.
3. Attend monthly Council meetings.
4. Maintain a private daily devotion time.

PRAYER CAPTAINS

1. Assumes responsibility for the overall prayer ministry of the Choir and orchestra.
2. Determines the best way of keeping the members informed and praying for specific needs as they arise.
3. Organizes any special prayer emphases for special events i.e. mission trips, seasonal programs, etc.

4. Attends monthly Council meetings.
5. Maintains a daily prayer devotion time.

BULLETIN BOARD CHAIRMAN

1. Maintains bulletin board of choir memorabilia and music-related activities.
2. Attends monthly Council meetings.
3. Maintains a daily private devotion time.

NURSERY COORDINATOR

1. Responsible for coordinating with the church Director of Preschool/Children to ensure nursery staff will be available when needed for member's children for all rehearsals.
2. Attends monthly Council meetings.
3. Maintains a daily private devotion time.

SOCIAL CHAIRMAN

1. Coordinates and organizes all Choir / Orchestra social events including scheduling food and/or activities.
2. Enlists the help of other choir / orchestra members as required.
3. Attends monthly Council meetings.
4. Maintains a daily private devotion time.

MISSION TRIP SCOUTS

1. Personally visits designated mission trip churches.
2. Selects suitable hotel accommodations for the choir/orchestra.
3. Provides a report to the Director detailing facilities at the mission location and any unusual requirements which must be accommodated.
4. Provide motel and driving instructions to the choir/orchestra.

*Note: All above references to Choir Council encompasses Choir and Orchestra Council.

Choir/Orchestra Fund

Each member of the choir and orchestra will be given the opportunity to contribute to the Choir/Orchestra Fund each Wednesday night. The Treasurer will pass the basket shortly after rehearsal begins. Money collected will be spent as approved by the choir/orchestra. Some examples of previous expenditures include scarves and ties for the choir and modest recognition of appreciation to the music staff. Flowers, cards and appropriate gifts due to illness, death and bereavement will be purchased in accordance with the below policy statement.

POLICY REGARDING THE SENDING OF FLOWERS AND CARDS

1. Flowers or an appropriate gift will be taken to a choir or orchestra member who is hospitalized for 3 or more days or have an extended home recuperation period due to their illness.
2. Cards will be sent to choir or orchestra members other than those listed in 1 above who miss 2 consecutive rehearsals due to illness.

3. In the event of the death of a choir or orchestra member, their spouse, a parent or a child, Gideon Living Memorial Bibles will be placed in their memory and a notification letter will be sent to the family.
4. A card will be sent to the family of a choir or orchestra member in the event of death of any close family member other than those listed in 3 above.

**God is not looking for
Worship**

THE CHOSEN VESSEL

The Master was searching for a vessel to use.
Before Him were many. Which one would He choose?
“Take me,” cried the gold one, “I’m shiny and bright.
I am of great value, and I do things just right.
My beauty and luster will outshine the rest
And for someone like You, Master, gold would be best.”

The Master passed on with no word at all
And looked at a silver urn, narrow and tall.
“I’ll serve you dear Master, I’ll pour out your wine.
I’ll be on your table, whenever you dine.
My lines are so graceful, my carvings so true
And my silver will certainly compliment you.”

Unheeding, the Master passed on to the vessel of brass
Wide mouthed and shallow and polished like glass.
“Here, here,” cried the vessel, “I know I will do.
Place me on your table for all men to view...”

The Master came next to the vessel of wood
Polished and carved, it solidly stood.
“You may use me, dear Master,” the wooden bowl said,
But I’d rather you used me for fruit, not for bread...

Then the Master looked down on a vessel of clay,
Empty and broken it helplessly lay.
No hope had the vessel that the Master might choose
To cleanse and make whole, to fill and to use.
“Oh, this is the vessel I’ve been hoping to find.
I’ll mend it and use it and make it all mine.
I need not the vessel with the pride of itself.
Nor one that is narrow, to sit on the shelf.
Nor one that is big-mouthed and shallow and loud.
Nor one that displays its contents so proud.”

Then gently He lifted the vessel of clay,
Mended and cleansed it and filled it that day.

He spoke to it kindly, “There’s work you must do.
Just pour out to others what I pour into you.”

God is at work in the Worship Ministry of Liberty and therefore it is an honor to serve Him by serving others. Let’s always remember to put **Jesus** first, **Others** next, and **You** (ourselves) last. Then, God will grant us His **JOY** and your ministry will flourish (Matt.6:33). None of us are perfect Christians or musicians for that matter, but, if allowed, God will mend us, clean us, and “tune” us for there is work to be done.

Choir/Orchestra Calendar for 2007

(things may/will change, stay flexible)

January

28 –Easter Pageant Drama Rehearsal @ 3:30 p.m.

February

04 –Easter Pageant Drama Rehearsal @ 4 p.m.

11 –Easter Pageant Drama Rehearsal @ 4 p.m.

16 –Jubalheirs in Concert @ 7 p.m.

25 –Easter Pageant Drama Rehearsal @ 4 p.m.

March

04 – Easter Pageant Drama Rehearsal @ 4 p.m.

11 – Easter Pageant Choir/Orchestra Rehearsal @ 4 p.m.

18 – Easter Pageant Drama Rehearsal @ 3 p.m.

25 –Easter Pageant Set-up 1 p.m.

26 –Easter Drama/Tech Rehearsal @ 7 p.m.

27 –Easter Drama Rehearsal @ 7 p.m.

28 –Easter Pageant Pre-Dress Rehearsal 7:30 p.m.

31 –Easter Pageant Dress Rehearsal 9 a.m. and 6 p.m.

April

01 –Easter Pageant 6 p.m.

02 –Easter Pageant 7:30 p.m.

04 –No Rehearsals

08 –Easter Sunrise Service (Brass Choir Plays)

May

18 –Dinner and a Concert (Liberty Musicians) 5:30 dinner, 7:00 Concert

July

01 –God and Country Service @ 10:45

01 –Southern Gospel Festival 6 p.m.

04 –No Rehearsals

15-22 –God’s Kidz

August

03 –Dinner and a Concert

31 –Choir Mission Trip

September

1-3 –Choir Mission Trip

05 –No Rehearsal but unpack trailers

09 –Musical Celebration @ 6 p.m.

December

08 –Choir/Orchestra Dress Rehearsal 9:30 a.m.

09 –Christmas Celebration 6 p.m.

12 –Orchestra plays off campus

26 –No Rehearsal

Events to be Calendared

Orchestra Whitewater Rafting Trip

Choir/Orchestra Picnic

Christmas Caroling Party

Choir/Orchestra Christmas Party

