



# WORSHIP & FINE ARTS

SHN WORSHIP DEPARTMENT HANDBOOK

**THIRD EDITION**

# Worship & Fine Arts

## Volunteer Handbook

Thank you for showing an interest in the SHN Worship & Fine Arts Department. If you are reading this handbook, then you have been selected to serve in the SHN Worship Department. As you may already be aware, the Worship & Fine Arts Department is made up into (5) different categories; SHN Singers, Praise Choir, Worship Band & Orchestra, Audio & Technology Division, Fine Arts Division (Musicals/Dramas), and Leadership Division. *(Some may have been modified from the past year do to fluctuation within department categories.)* Each one plays a significant role in our weekly service operation. We at SHN acknowledge what it means to have volunteers and understand thoroughly the dedication that is needed and put forward in order for us to have a successful department, and because of this, we'd like to thank you for being willing to take on this commitment. As you go through this handbook, please take special note to future dates and rehearsals that *(might be)* in your handbook, dependent on what division/category you serve under. Again, thank you for your willingness to be a part of the Worship & Fine Arts Department of Science Hill Church of the Nazarene!

Sincerely In Christ,

**Pastor Steven Marjerison**  
**Worship & Fine Arts Pastor**

## Worship Department Leadership Team



Steven Marjerison  
Worship Pastor



Jordan Polston  
Assist. to Worship Pastor



John & Megan Lenox  
Orchestra Directors



Meredith Braun  
Assist. Choir Director



Edward Davis  
A/V Director

## Weekly Rehearsals

Worship Team Rehearsals are essential to this particular group. We understand and acknowledge that all our volunteers have busy lives, and as time goes on, it seems as though we just continue to get busier and busier. Below are the following rehearsal times for each category:

- **Worship Band & Orchestra - Tuesday Night @ 7:00PM**
- **Sunday Praise Choir - Wednesday Night @ 8:00PM**
- **Sunday Morning (Full Team) - Sunday Morning @ 8:45AM**
- **Special Events Choir - Sunday Evening @ 6:30PM - 8:00PM**

It is imperative that we revisit the importance of time management and practice the following:

- 1.) *Early is on time***
- 2.) *On time is Late***
- 3.) *Late is UNACCEPTABLE***

If you feel that you are unable to attend a rehearsal for any reason, or plan to be late to a rehearsal (Especially Sunday AM), please reach out to your Worship Pastor (or) Leadership Team Members ASAP.

## Sunday Morning Rehearsals

Since January 2019, Sunday morning rehearsal was placed at a 8:45AM start time and was suppose to last until 9:30AM. We will continue to follow this same format in 2020. It is important that we are good stewards of the time that God has given us. Rehearsal needs to end at 9:30AM so that we all have the opportunity to participate in Sunday AM Bible Study. When we begin rehearsal late, it becomes rather difficult to run through everything before 9:30AM, so please make sure you are on time.

As Ecclesiastes 9:10 says; "Whatever your hand finds to do, verily, do *it* with all your might..."

## Choir Rehearsals Requirements

Participation within the choir does not require an audition. Anyone can participate in our choir practices, specials, and programs year-round.

All Praise Choir Singer who sing regularly on Sunday , **you are charged** not only to sing on Sunday morning, but also to be the leaders for our church. This means that we should lead by example. So, if you are a part of the Praise Choir, you must attend Choir rehearsals for both the Praise Choir and Special Events Choir, as well as participate in all Choir programs through-out the year. Please see (Page 4) for rehearsal schedules. Below is a list of Events for the year that the Special Events Choir will be singing for:

**Palm Sunday - April 5th**

**Easter Sunday - April 12th**

**Mother's Day - May 10th**

**Revival Week (Rob McCorkle) - May 17th-19th**

**Gospel Celebration Service - July (or) August \_\_\_\_\_**

**Gift of Christmas - December 11th-13th**

**Christmas Eve - December 24th**

## **The Gift of Christmas**

The Gift of Christmas is an Annual Christmas Production at SHN which includes children, youth, and adults in one massive program. Since this program is now one of SHN's biggest events of the year, bringing in over 1,000+ last year, we will strive to enhance this event more each year. Since this event is so massive in size, it requires a lot of man- power. That being said, we are expecting everyone to participate in this event. Showings are typically held two times; Saturday night & Sunday morning, however, we are planning to add an additional show to this years Program; Friday Night, Saturday Night, and Sunday Morning. This also unfortunately means higher expenses as well with a full orchestra, dancers, and.....

## Cell Phones

We ask that during all Rehearsals & Services, unless it is an emergency, please respect other members time as well as your Worship Pastors time and **put your phones away**. It is important that all your attention be forward to what the entirety of the group is doing.

## Dress Code

To date, we have never had any issues with our dress code, however it is just a reminder to wear appropriate clothing for Sunday AM and Special services. i.e. No sweats, no low cut dresses or shorts, nothing revealing, etc.

## The Responsibility of A Giving Heart

As a reminder, in addition to your servanthood and the time given to your ministry, please understand how important paying our tithes and offerings are as well. It is imperative that we as leaders in the church set a good example by showing good stewardship within our own lives. Just as Malachi 3:10 says;

“BRING THE FULL TITHE INTO THE STOREHOUSE, THAT THERE MAY BE FOOD IN MY HOUSE. AND THEREBY PUT ME TO THE TEST, SAYS THE LORD OF HOSTS, IF I WILL NOT OPEN THE WINDOWS OF HEAVEN FOR YOU AND POUR DOWN FOR YOU A BLESSING UNTIL THERE IS NO MORE NEED.”

We must diligently place our trust in the Lord with our financial needs by being faithful with our tithes to the Lord.

We at SHN expect all Worship & Fine Arts Department Team Leaders/Members to participate in good stewardship as we invest in Kingdom work together.

## Personal Instruments

Many musicians (now including myself) desire to use their own instruments rather than the church's, however, please note that any instruments left at the church are your responsibility and the church is not liable for any stolen, vandalized, or broken gear. This includes (but is not limited to) Amps, pedal boards, guitars, basses, pianos, drums, and headsets.

## Planning Center

Planning Center is a must for ALL Worship Members. This is the database where you will be able to learn all the new songs being introduced. It is your obligation to come to rehearsals already familiar with the new material that will be rehearsed that week.

Planning Center will be sent out a week in advance to give you enough time to learn the necessary material for rehearsal and the following Sunday. If you are unable to attend a Wednesday night rehearsal for any reason, it is much more imperative that you listen to planning center and be prepared.



Beginning February 2020, you will need to pay close attention to your planning center to see what you are scheduled for that Sunday. As of right now, we have a pretty steady rotational blend that I believe we are all happy with and that has continued to work for us, so nothing will really change too much concerning this. However, It is important that we all be diligent in **accepting or declining** the invite when sent out. If you don't have access yet, or are having trouble with your planning center personal account, please reach out to the Worship Pastor ASAP.

## Commitment To A Bible Study

As you already know, you are required to attend some form of study. Whether that means a small group during the week, SHN Staff Meeting, a Sunday School class, a bible study outside of SHN, or even a Women's devotional group. If we are never in bible study, how do we grow deeper spiritually? Much less, feed others within the Congregation. Too many times I have seen worship leaders, pastors, and volunteers stray from the word of God **simply** because they are not in it.

"The Word of God is the will of God. If you are not in His word, how can you possibly expect to be in His will?"

## Worship Agreement

By signing and returning this agreement to the Worship Pastor,

I \_\_\_\_\_ acknowledge and accept the charges that are brought before me within my voluntary leadership role. By signing this document, I also agree to follow all that this role entails thus honoring my Lord and Savior with my service (including but not limited to those who He has placed in my life to lead me, guide me, and Pastor me).

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Signature of SHN Worship Member

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Date Signed