

# Worship

## Leadership Manual



## OUR STATEMENT OF VISION

The vision of Covenant Worship is to “develop highly influential God worshipers” in the community of Covenant Church and in the community in which we live and work. We desire to see people saved, healed, set free, disciplined, equipped, empowered and serving in ministry in the context of our community and through meaningful relationships.

We believe that praise is declaring to the principalities, powers, and rulers of darkness what God has done, is doing and will do (Eph 6:12). We are called to demonstrate what Jesus carried out in His earthly ministry (1 John 3:8), a demonstration that is manifested by the words we speak and by our obedience to God’s Word (Prov 18:21, 1 Sam 15:22). Worship creates an atmosphere where faith can be fueled. Faith creates an atmosphere of expectancy where miracles can happen.

We believe that worship is a lifestyle response to a holy, omnipotent God. If praise is declaring what God has done, is doing or will do, then worship is declaring (and living) who God is. If we do not know who God is, we cannot worship Him in spirit and in truth (John 4:24). Our corporate worship should be a natural extension of the relationship we have with God when we are alone. When we join together in one accord to worship the Lord as the singers and musicians did in II Chronicles 5:13-14, we believe that the tangible presence of Almighty God will fill the sanctuary resulting in changed, transformed and renewed lives.

When taking the above into consideration, we, the musicians, the singers, and the tech arts personnel of this church, have an awesome responsibility: we are more than just a band - we are lead worshippers. The expressions on our faces and the enthusiasm we show will inspire the congregation to begin to praise God and to enter into an expression of worship and a demonstration of praise. When the Body of Christ begins to worship and praise in one accord, the Lord can move in a mighty way, often manifesting Himself in healing, deliverance and salvation.

We are a music ministry that believes in the power and presence of the Holy Spirit. We accept the mantle and responsibility the Lord has placed on us to be His vessels not only through the music we play and sing, but also through our actions, attitudes and appearance.

## OBJECTIVES

- A. Our first priority in worship is to minister to God through a lifestyle of obedience to His word and through the music we sing and play while facilitating the Church’s ministry to God (Ps 101:6).
- B. With God’s Spirit and power, come to each service ready to pour out of our spirit the life and glory of God. (2 Cor 4:6-7)
- C. As ministers of reconciliation, we will prophetically declare what God has done, is doing and will do in the hearts of all who come into His presence (2 Cor 5:18-19).
- D. Prepare the ground of men’s hearts for the seed of God’s Word. Our praise is the plow that breaks the hard, calloused ground of religion, sin, and rebellion (Hosea 10:11).
- E. Lead people into the life-changing presence of God through our example of worship and praise (Ps 22:3).
- F. Most importantly, it is our responsibility to live a life of worship before God (Rom 12:1).

## COVENANT WORSHIP FAMILY COMMITMENT

These are the values we commit to hold to as members of the Covenant Worship Family:

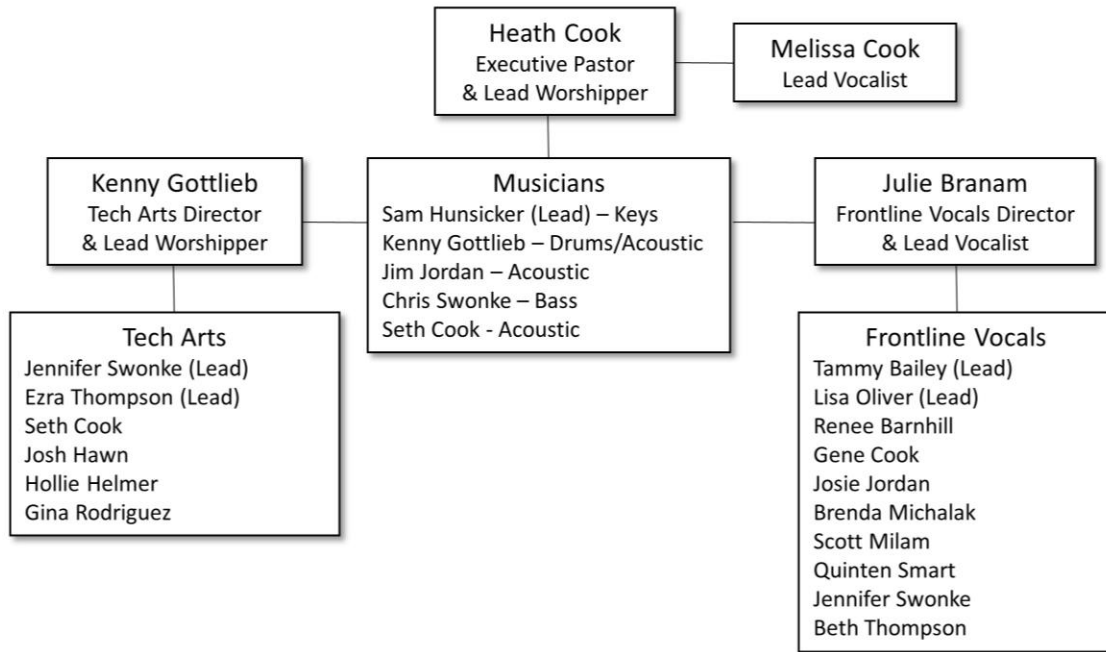
- **Core** – We realize the significance and importance of understanding the foundations of true worship, and we commit to furthering our knowledge of these foundations. God desires a heart that follows Him, and we commit to worshipping Him not only with our instruments and our voices but also with all of our heart, soul, mind and strength. Worship is a lifestyle and not an event and we want our life to be a living sacrifice for Him.
- **Character** – We commit to continuing our pursuit of Christ-likeness through many means including the following:

- Prayer – we will pray for the Covenant Worship Family, our leaders and Covenant Church. We will pray for the services each week and come to rehearsals and events spiritually prepared to lead people into a personal encounter with God.
  - Private Worship – we will worship in our quiet time and will live a life of worship everywhere we go.
  - Bible Reading – we love to read God’s Word and we will commit to reading His Word on a consistent basis.
  - Bible Study – we want to know Him more and we commit to studying His Word with consistency and passion.
  - Christ-likeness – we realize that He has called us to a life that will reflect His likeness and we commit to allowing His Holy Spirit to lead us into a lifestyle of sanctification and separation from the things of this world that could contaminate our spirit and body.
  - Tithes & Offerings – we commit to returning the Lord’s tithe and to honor God with our financial offerings throughout the year.
- **Craft** – God has blessed us with the opportunity to serve Him using the gifts and talents He has given to us. We commit to continuing our pursuit of excellence through many means including the following:
    - We commit to practicing and playing through all songs within 24 hours of our scheduled ministry time.
    - We will strive to play/sing all songs exactly as posted and will commit to memory all music so that we will not be dependent on charts during service times.
    - We will be ready to rehearse and in position before all scheduled rehearsals as well as service times.
    - We will be prepared to make any changes to the arrangements and production of all songs on the song list and will be willing to work with all music/vocal directors while exhibiting a helpful and positive attitude.
    - We have reviewed all dress code requirements and will gladly adhere to set platform policies.
  - **Community** – We see the value in nurturing a healthy relationship with all members of Covenant Worship through consistent time together in practices, events, Songwriter getaways, etc. We commit to love, value, respect and protect those we serve through many means including the following:
    - Trust – we commit to trust others within healthy boundaries while believing the best motives.
    - Encouragement – we commit to affirm, build, and encourage others.
    - Resolution – we commit to resolve conflict with forgiveness and reconciliation.
    - Unity – we commit to walk in unity with grace and truth.
    - Accountability – we commit to being accountable to others that we might produce fruitful returns.
    - Fun – we commit to having fun as a team and family!

## **PROCESS OF INVOLVEMENT**

1. Become a member of Covenant Church.
2. Attend the Worship Orientation Meeting (this includes a realistic preview of a worship practice)
3. Coordinate with CW staff to schedule a time for evaluation.
4. Practice and prepare for evaluation by accessing provided music and charts.
5. Participate in the evaluation.
6. You will receive your results by email after the evaluation. If accepted, you will be referred to the appropriate department Leader for further instruction.
7. Upon acceptance, each member is responsible to complete “A Worshiper’s Foundation” and “A Worshiper’s Character” before platform ministry can be approved.
8. Once platform approved, Worship Operations will schedule you for a platform orientation. This most likely will begin with Mid-week service participation.
9. Placement on a weekend worship team is determined by pastoral approval and is selected from our current worship team members.
10. Please email Pastor Heath at [heathcook@ccwillis.org](mailto:heathcook@ccwillis.org) if you have any questions.

## COVENANT WORSHIP DEPARTMENT STRUCTURE



## COVENANT WORSHIP DEPARTMENT POSITION DESCRIPTIONS

### **Heath Cook – Executive Pastor & Lead Worshipper**

[heathcook@ccwillis.org](mailto:heathcook@ccwillis.org)

936.499.0174

Pastor Heath is the head of all aspects of the worship department. Heath sets the goals, vision, and direction of our department and is responsible for all areas of worship leadership at Covenant Church. As the primary worship leader, Heath is also a member of the Board of Elders at Covenant where he provides senior-level leadership to all departments to help carry out the vision of Covenant Church.

### **Melissa Cook – Lead Vocalist**

[melissacook@ccwillis.org](mailto:melissacook@ccwillis.org)

936.499.7311

Melissa is one of our primary lead female vocalists and is very active in serving in worship services at Covenant Church. Melissa is married to Pastor Heath Cook and serves with him in support of carrying out the vision of Covenant Church.

### **Kenny Gottlieb – Tech Arts Director & Lead Worshipper**

[kennygottlieb@ccwillis.org](mailto:kennygottlieb@ccwillis.org)

936.777.3026

Kenny handles the day-to-day operations of Tech Arts in the worship department. He gives oversight to all areas of the department including personnel, scheduling, Tech Arts sourcing, worship development, and staff development. As a staff member of Covenant Church, Kenny also works directly with the Pastoral Team to help carry out the vision of Covenant Church.

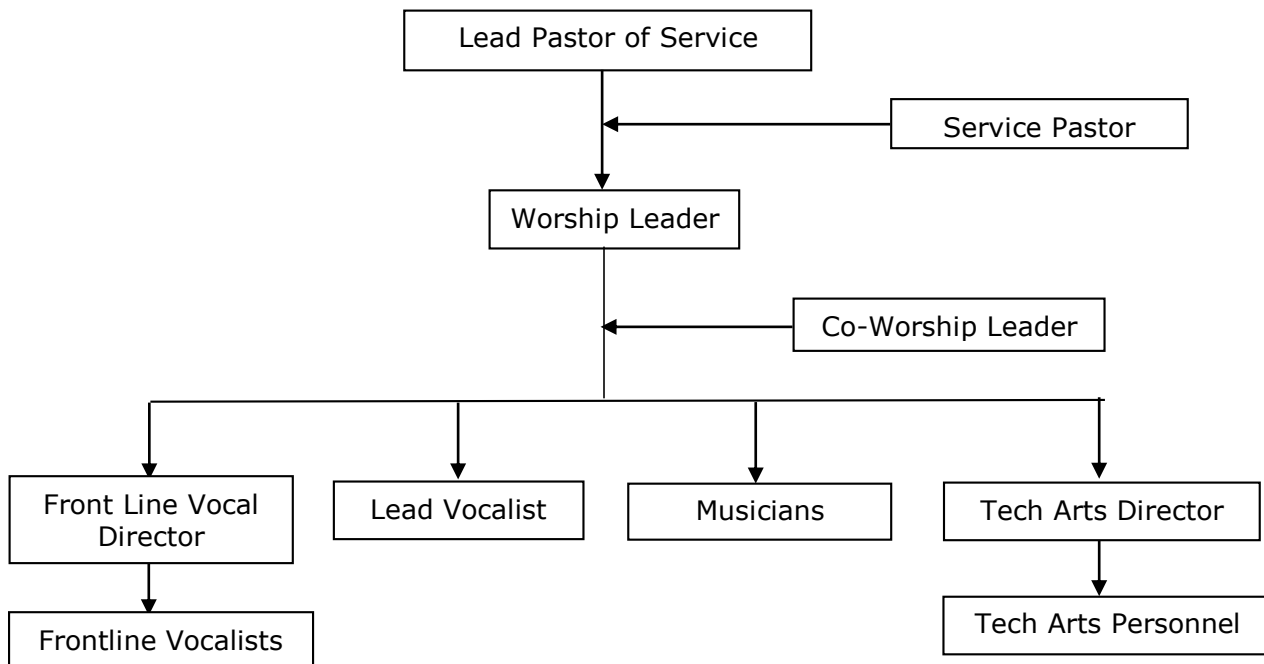
### **Julie Branam – Frontline Vocals Director & Lead Vocalist**

[jbranam1@gmail.com](mailto:jbranam1@gmail.com)

918.644.8259

Julie is one of our primary lead female vocalists and is very active in serving in worship services at Covenant Church. Julie also gives oversight to Covenant Worship Vocals and organizes and administrates our Thursday CW rehearsals for vocalists as well as the scheduling for all services at Covenant Church.

## SERVICE-TIME STRUCTURE



## COVENANT WORSHIP OPERATIONS

In coordination with the Tech Arts Director and the Frontline Vocals Director, Pastor Heath is responsible for overall worship team scheduling (services, events, etc.). All questions, comments and requests in regards to worship operations should be emailed to [heathcook@ccwillis.org](mailto:heathcook@ccwillis.org)

### A. Scheduling of personnel

Complete Worship Team Schedules are made and distributed on a quarterly basis.

### B. The Calendar

The calendar for Covenant Worship is managed in CCB, the church's database system. Log-in access into the database is available by clicking this link:

[https://ccwillis.ccbchurch.com/w\\_sign\\_up.php](https://ccwillis.ccbchurch.com/w_sign_up.php)

Follow the instructions on this page set up your access.

### C. Scheduling Philosophy

As you have gone through the process, the worship pastors and directors have determined a place and position where we feel you would be best fit for this season. All of our weekday services are interest or age-based groups. The place and position we have determined for you is very purposeful.

We understand that our services occur on different days of the week and that you may have various scheduling needs. If you are not able to serve on the day of the service for which you have been selected or are not interested in serving in that particular ministry, please let us know. We will do our best to accommodate your schedule, however, we are not able to guarantee a place of ministry outside of what we initially set up for you.

#### D. Availability

We need to know the dates you are “unavailable” so that we can only schedule you when you can be there. Keep in mind that you will only be scheduled for services for which you’ve been told that you will serve. The dates are sent to the appropriate Director, and we input them into our system. Please only request days off that you know for sure you will be unavailable. **This is due by the first Thursday of the current month for the upcoming month.**

**NOTE:** The fewer dates you are available, the more difficult it is to fit you in the schedule.

#### E. Rotation

The worship team at Covenant is large, and we love to have as many people involved as we can. With that said, this constitutes a rotation of some musicians and vocalists. We will try to make sure you are scheduled regularly and consistent with your availability. Please understand that different people have different roles and functions and not all schedules will be exactly the same.

#### F. Confirmations

Once you are scheduled for a service, you will be automatically sent a notification from CCB, a **Covenant Church: Volunteer Request** email. Review the position, date and time on the request. Click on **Respond**. It will take you to a page in CCB showing your **Upcoming Requests**. Simply click **Accept or Decline**. If you select Decline a reason should be submitted in the box provided. Bear in mind that since we ask for your unavailable dates in advance, a rejection should not happen frequently.

#### G. Cancelling/Modifications

If you have an emergency situation and you need to modify your confirmed schedule, you will need to contact us **as soon as possible in advance of the event**. During office hours (Monday-Thursday, 9:00am - 5:00pm) you can contact Pastor Heath at 936.890.8034 or at [heathcook@ccwillis.org](mailto:heathcook@ccwillis.org). If it is after hours and not urgent, **please wait until the next business day before contacting anyone**.

If you have an immediate emergency (i.e. hospital situation, serious sickness, family emergency, etc) within 24 hours of your event, please contact your immediate director or worship pastor to make arrangements. **Please do not find a replacement unless we have asked you to do so.**

#### H. Participating In Services

When you serve a ministry in worship, it’s important you are a part of the ministry. As soon as you are done with worship, please go straight into the service. Many services will want to have the worship team back up for the closing ministry time. It’s important that we feel the heartbeat of the service to know how to minister to the people who attend the service you are ministering at. If you are unable to stay, please let your worship leader know before the day of the event. If it is not convenient for you to stay at any time, we ask that you step down from the service, and we will try to find another place for you to serve.

### DRESS CODE

The platform is the most visible place in the church. As leaders on the platform, the things we wear need to be considered very closely. It’s important to remember that modesty is the key. We want our clothes to represent who we are, but also who we are in Christ.

#### A. Men’s Clothing Guidelines

- i. General (all services)
  - a. Modesty and style are important so we give focus on the worshipping, not us, and still come across as relevant to our culture and the people we are leading. Read up on modern styles and balance them with classic pieces.

- b. If you are ever unsure about an item, bring it to a director or pastor and they can tell you if it can work for the next time.
  - c. Before you finalize an outfit for service, be sure to do a final worship check. Raise your arms as high as you can and swing them in all directions. Look in the mirror and check yourself from all angles. Make sure that you are not revealing anything inappropriate. Kneel down and check to see if the back of your pants comes too low or uncovers anything. Also, if you lean forward, see if your shirt reveals anything.
- ii. Anniversary Services & Special Events
- a. Generally, attire is dressy. We want to wear our best and give a good representation. We want to be one step dressier than the congregation. Modesty and style are important so we give focus on the worshipping, not us, and still come across as relevant to our culture.
- iii. Specifics for Men
- a. Top Half
    - i. No t-shirts.
    - ii. Make sure your shirt is buttoned at an appropriate place. No chest hair should be seen.
    - iii. Make sure your shirt isn't too tight and is appropriate in length (doesn't show your stomach or under garments if you raise your hands).
  - b. Bottom Half
    - i. No shorts
    - ii. No tight or skinny pants – make sure that it doesn't cup or conform too much in the front or that they are too tight in the rear area.
    - iii. No pants with holes or tears.
  - c. Other
    - i. Wear dress shoes or boots of a matching or complimentary color to the outfit.
    - ii. No sandals.
    - iii. No hats or beanies.

## **B. Lady's Clothing Guidelines**

- i. General (all services)
- a. Modesty and style are important so we give focus on the worshipping, not us, and still come across as relevant to our culture and the people we are leading. Read up on modern styles and balance them with classic pieces.
  - b. If you are ever unsure about an item, bring it to a director or pastor and they can tell you if it can work for next time.
  - c. Before you finalize an outfit for service, be sure to do a final worship check.
    - i. Raise your arms as high as you can and swing them in all directions. Look in the mirror and check yourself from all angles. Make sure that you are not revealing anything inappropriate. Jump up and down. If there is any movement in the chest area, cover yourself with a jacket that will hide the movement or change your shirt. Exercise bras and some supportive tank tops also help in this area.
    - ii. Kneel down and check to see if the back of your pants comes too low or uncovers anything. Also, if you lean forward, see if your shirt reveals anything.
- ii. Anniversary Services & Special Events
- a. Generally, attire is dressy. We want to wear our best and give a good representation. We want to be one step dressier than the congregation. Modesty and style are important so we give focus on the worshipping, not us, and still come across as relevant to our culture.
- iii. Specifics for Women
- a. Top Half
    - i. Neckline – Show no cleavage. Please be very conscientious about this. The more you have, the more modest the neckline should be. That doesn't mean everyone needs to wear a turtleneck; it's just the first place that can be a distraction in worship.

- 1. Test – your neckline should be no more than the span of 4-finger width from your collarbone.
    - ii. Bras should be inconspicuous and serve you well. Make sure that it cannot be seen under any circumstances. Be sure that the thickness of your bra protects for all room temperatures.
    - iii. Be careful not to buy shirts and/or jackets that bring focus to the chest. No shirts that are tight and tightly cup under the chest.
    - iv. If wearing a shirt without a jacket, be sure that is cut in a modest way.
    - v. No t-shirts unless they are dressy and under a jacket.
    - vi. Waistline – No skin around the midriff.
      - 1. Test – raise your arms straight up, you should have several inches of shirt past your pants. If ever in doubt, wear a tank top underneath your top to make sure that when you jump, there isn't a lot of movement.
    - vii. Make sure that your top is not see-through. If it's the style, make sure that the under shirt still meets the guidelines and is not tan in color (that can seem like you aren't wearing anything underneath, even if you are).
  - b. Bottom Half
    - i. Skirts should come to mid-knee or lower and should not be worn with boots, unless the skirt comes lower than the boots height.
    - ii. Skirts must not be see-through. Wear a slip or pants underneath if there's a chance it can show light through.
    - iii. No tight pants.
    - iv. No pants that are tight all the way to the ankle.
    - v. No pants that cup around your bottom or bring focus to your bottom.
    - vi. No pants that focus on your front. Some pants are too tight in this area or have weird stitching or coloring that draws the eye there.
    - vii. No gaucho or cropped pants of any kind.
  - c. Other
    - i. Dresses should come to mid-knee or below and should not be worn with boots unless the dress comes below the boots height.
    - ii. Make sure that the dress is not see-through with light shining through. If any chance or doubt, wear pants underneath.
    - iii. Shoes should be appropriate to the outfit. Make sure that you are able to move freely in worship. We suggest breaking in heels before a weekend service.
    - iv. Keep jewelry simple. Make sure that with movement, the pieces don't cause unnecessary noise or weird movement.

## PREPARATION AND REHEARSALS

### A. Preparation

- a. Come prepared spiritually. Come in-tune with God. Ask Him what His heart is so when we come together we can move unified as a team. Take time to seek Him before you come.
- b. Song lists will be sent by email or text to musicians by Tuesday for Wednesday Mid-week Lift services and by Thursday for Sunday morning services.
- c. Commit to practicing and playing through all songs within 24 hours of your scheduled ministry time.
- d. Strive to play/sing all songs exactly as posted and commit to memory all music so that you will not be dependent on charts during service times.

### B. Rehearsals

- a. Be ready to rehearse and in position several minutes before all scheduled rehearsal and service times.
- b. Be prepared to make any changes to the arrangements and production of all songs on the song list and be willing to work with all music/vocal directors while exhibiting a helpful and positive attitude.
- c. **Rehearsal time before service is a band and vocal run-through, not a time to learn the music for the first time.** Prepare beforehand so our sound check and rehearsal times are a success.



## **PLATFORM PRESENCE - CHEMISTRY**

### **A. Platform Presence and Body Language**

- a. Body language is a huge form of communication. We all know what it is like to say one thing but our body is actually saying another.
- b. When you are on the platform, your presence is as important as your musicianship.
- c. Your platform presence is simply an outward expression of what is happening inside your heart.
- d. Determine to communicate your heart as effectively as you can through your body.
- e. At times a leader may come to you and ask you to adjust something with your platform presence. For instance, you may be asked to open your eyes more in the worship services or move around your area a bit more. When you are asked to modify something, please do so cheerfully. Your leaders really care about you and want you to look your best.

### **B. Tips for Better Platform Presence**

- a. Look in the mirror and watch what you look like – jump, clap, bow, dance, raise your hands, be engaging. If something appears awkward, adjust it to make sure you are communicating what you want to communicate.
- b. Do not let the congregation determine your level of expression. Sometimes they will not be engaged in worship. As leaders, we always need to be engaged. Show them an example of how to express worship. Most of the time, they simply need to see worship in order to learn how to express it on their own.
- c. Be sincere. Worship from your heart. Give a warm smile from within. We are leading people from all different circumstances, so remember that a warm smile ministers more than you realize.
- d. Vocalists - When you are singing, have the microphone to your face but don't block it. When there is a long period of time in which you're not singing into your microphone, move it away from your face but still continue to sing and worship. Stay engaged at all times.
- e. Musicians - Be sure to stay engaged in worship. Practice ahead of time so you don't have to focus on your instrument the whole time. Sing while you play. Seeing a musician singing from their heart can really lead people well. Move around your area. Although you may be on a riser, use your space to the fullest. When there is no movement, the platform can look stagnant.

## **MORAL RESPONSIBILITIES**

This manual is not to be considered a complete rulebook for all personal activity of our team members. It is, however, a document that provides specific guidelines and communication items that we feel need to be specifically addressed. This section on Moral Responsibilities is included in our manual to communicate several specific standards we feel need to be communicated.

### **A. Alcohol and Drug Policy**

All Covenant Worship Team members are expected to adhere to the alcohol and drug policy set forth by the church elders for all Covenant Church staff members:

*Covenant Church provides a safe and productive work environment for all employees. It is the policy of the ministry and in direct response to its Statement of Faith and corresponding expectation of a life which reflects those values that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner which may impair their Christian witness and their ability to perform assigned duties or otherwise adversely impact the ministry's well-being. Further, employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during working time. The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substance abuse, which adversely affect the employee along with the mission of this ministry.*

Because of the public nature of our specific ministry, it is also the policy of Covenant Worship that we do not consume alcoholic beverages in public view of anyone outside of our immediate family. The use of any tobacco related products are strictly prohibited.

## **B. Sexual Purity**

The Word of God is clear that any sexual relationship outside the biblical covenant of marriage is strictly forbidden. We also believe that God has called us to a standard of high accountability when it comes to the relationships we are involved in with other members of the team and with people outside of our team. This high standard requires us to set forth certain guidelines that will ensure that we avoid the appearance of immorality. For clarification, here are several standards we commit to adhere to:

- We will keep our eyes pure and we will not allow pornography, inappropriate media, etc., to contaminate our heart and spirit (Ps 101:3).
- All male-female relationships will glorify God and will be accountable to those around us by:
  - Not being alone in apartments or homes.
  - Not engaging in sexual activity that is reserved for the institution of marriage.

## **DISCIPLINARY ACTIONS**

Ministry team placement may be revoked if the actions of a team member are deemed detrimental to the ministry of Covenant Worship and/or Covenant Church. Such discipline will be carried out by consent of our worship pastors and will be done in a loving, constructive manner that encourages reconciliation, restoration and healing.