WHY WE SING

“It came even to pass, as the trumpeters and singers were as one, to make one sound to be heard in praising and thanking the LORD; and when they lifted up their voice with the trumpets and cymbals and instruments of music, and praised the LORD, saying, For He is good; for his mercy endureth for ever: that then the house was filled with a cloud, even the house of the LORD;”

2Chronicles 5:13

“I will praise the name of God with a song, and glorify Him with thanksgiving.”

Psalm 69: 30

“My heart leaps for joy and I will give thanks to Him in song.”

Psalm 28:7b

“And He hath put a new song in my mouth. Even praise unto our God: many shall see it and fear, and shall trust in the Lord.”

Psalm 40:3

“Sing to the Lord, you saints of His, praise His holy name….You turned my wailing into dancing; You removed my sackcloth and clothed me with joy, that my heart may sing to you and not be silent. O Lord my God, I will give You thanks forever.”

Psalm 30:4, 10-12

“Serve the Lord with gladness; come before His presence with singing.”

Psalm 100:2

“Sing joyfully to the Lord, you righteous; it is fitting for the upright to praise Him. Praise the Lord with the harp; make music to Him on the ten-stringed lyre. Sing to Him a new song; play skillfully, and shout for joy.”

Psalm 33:1-3
Table of Contents

Why We Sing .................................................................................................................. 2

Welcome .......................................................................................................................... 4

Ministry Purpose ............................................................................................................. 4

Ministry Leadership ......................................................................................................... 5

Officer Positions ............................................................................................................. 5

2011 – 2012 Officers ....................................................................................................... 7

Music Programs .............................................................................................................. 8

Attendance ...................................................................................................................... 9

Time Commitment .......................................................................................................... 9

Decorum .......................................................................................................................... 9

Musical Selections ........................................................................................................... 10

Solos/Leads ....................................................................................................................... 11

Services and Performances ............................................................................................. 11

Attire/Uniforms ............................................................................................................... 11

Dues .................................................................................................................................. 11

Rehearsal Schedule ......................................................................................................... 12

Order of Rehearsal Session ............................................................................................ 12

Singing Schedule ............................................................................................................. 12

Order of Service ............................................................................................................. 13
Welcome
… to the Music Ministry of St. Paul Church of The Woodlands. As a member of the Music Ministry, you share in the very special role given to the Levites hundreds of years ago:

“And David spake to the chief of the Levites to appoint their brethren to be the singers with instruments of music, psalteries and harps and symbols, sounding, by lifting up their voice with joy.” (1 Chronicles 15:16)

This handbook is designed to provide guidance in understanding the purpose of the Music Ministry, its programs and the expectations of members of the Music Ministry programs.

Ministry Purpose

- Share the Gospel of Jesus Christ through song and praise.
- Lead the congregation in worship and praise.
- Encourage believers in their walk with Jesus Christ.
- Provide an avenue for believers to share their spiritual gifts and be an integral part of the worship experience.
Ministry Leadership
The leaders of the Music Ministry are expected to:

- Uphold the vision and mission of the Church.
- Be an example of godly living and worship to all.
- Be a source of encouragement and support.
- Be present and on time at all rehearsals, services and performances.
- Serve as a choir representative at special services and functions, when designated.

Elders – Worship and Administration Ministry
Clifford Frand
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Ron Hales
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Directors
Michelle Black
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Musical Staff
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Drums

Pending
Keyboard

Jerryd Mitchell
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Ministry Positions
Officers will hold a one-year term. Members must have the following qualifications in order to be considered for an elected office.

- Must be an active member of the choir.
- Must be a member of St. Paul Church of The Woodlands.
- Must be an example to choir and church in daily work.

Choir Coordinator
- Record attendance at all choir rehearsal and singing performances.
- Maintain an accurate, to-date roster of choir members.
- Record the minutes at choir business meetings.
- Serve as point person for sending cards to choir members for birthdays, illnesses, or bereavement, etc.
- Assist in the preparation of choir communications as necessary.

Praise Team Coordinator
- Record attendance at all praise team rehearsals and performances
- Maintain an accurate, to date roster of all praise team members
- Create a monthly rotation schedule
- Serve as point of contact for any praise team members who are planning to be absent.
- Assist in the preparation of praise team communications as necessary

Treasurer
- Collect monthly dues and maintain accurate record of deposits and purchases.
- Provide a monthly financial report.
- Ensure monthly dues are deposited with the Church Accountant or secured as necessary.
- Provide advice to committees on budgetary boundaries for special events.

Librarian
- Maintain the choir’s music library—sheet music, lyrics, CD’s.
• Maintain accurate and up-to-date records of any music media loaned to choir members.
• Maintain an alphabetized list of all music in the church library.
• Ensure all choir members have a copy of the sheet music or lyrics during rehearsals.
• Ensure all sheet music is properly acquired. Unauthorized photocopies of sheet music are copyright infringement and strictly prohibited.

Choir Committees
• Committees will be formed occasional to assist in planning special events or projects. Each committee must work with Directors and Treasurer to ensure the event does not conflict with other activities of the church or choir and are within the ministry’s budget.

2011 – 2012 Officers

Tameka Bruce
Choir Coordinator
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Olivia Bryant
Treasurer
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Alonna Johnson
Librarian
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Music Programs
The Music Ministry includes, but is not limited to, the programs outlined below. Additional programs will be formed as the ministry grows. Special chorus ensembles may also be formed for special occasions (e.g. Women’s Chorus, Male Chorus, etc.).

Sanctuary Choir
- Member of the congregation.
- 18 years of age and older.
- Have accepted Jesus Christ as their Lord and Savior
- Possess the desire to serve God through the Music Ministry.
- Follow all attendance, performance and discipline guidelines of the Music Ministry.
- Perform a vocal assessment prior to first rehearsal.

Praise Team
- 18 years of age and older.
- Perform an audition with the Praise Team Leader.
- Hold active membership in the Sanctuary Choir.
- Be an example of worship in public and private life.
- Possess a willing spirit and freedom to praise God openly.
- Exhibit leadership qualities and have the ability to take initiative.
- Follow all attendance, performance and discipline guidelines of the Music Ministry.

Youth Choir
- Member of the congregation.
- 4 to 18 years of age.
- Possess the desire to serve God through the Music Ministry.
- Follow all attendance, performance and discipline guidelines of the Music Ministry.

1 Youth ages 14 and up may participate in the Sanctuary Choir if: (1) they are active members of the Youth Choir; (2) they have the permission of their parent/guardian; (3) they have the approval of the Sanctuary Choir and Youth Directors. They must be able to adhere to all of the guidelines of the Sanctuary Choir.
Attendance

- Members are strongly encouraged to attend all worship services, Bible Study and Bible Fellowship classes on a regular basis in order to “sing with understanding”.
  
  “So it is with you, unless you speak intelligible words with your tongue, how will anyone know what you are saying. You will be speaking into the air.” (1 Corinthians 14:7-9)

- Members are expected to be present and on time at all scheduled rehearsals and services. If unable to attend, members should contact the Choir Director or Choir Secretary and advise them of their situation.

- Members must be present at the last rehearsal prior to worship service or performance in order to sing.

- Members will be removed from the active roster after missing 4 consecutive absences and formal communication from a designated choir officer.

- Directors, musicians and members should arrive no later than 10 minutes prior to service for a period of prayer and consecration.

- After joining the choir, new members will attend two rehearsals prior to singing in their first choir appearance. This allows the new member a period of adjustment in learning the songs and procedures of the music ministry.

Time Commitment

- Members are expected to commit a minimum of 3 to 5 hours per week to the ministry:
  
  - 1 ½ hours of group rehearsal
  - 1 to 2 hours of at-home practice
  - 1 ½ hours for weekly worship services

Decorum

- Members are expected to refrain from chewing gum, eating candy, passing notes, texting, phone conversations and unnecessary talking during rehearsals and services/performances.

- Members are expected to silence cellular phones and beepers during all rehearsal and performances. If a member must take a call, he/she should excuse himself/herself from the rehearsal or service.

- Texting is not allowed during rehearsals and services.

- Members should avoid wearing heavy perfume or cologne during services and performances as heavy scents may irritate nasal passages and bronchial tubes.

- Members may wear a minimal amount of jewelry during services and performances, i.e. small ball or hoop earrings, small chain necklace and watch. Jewelry that is prohibited
includes, but is not limited to:

- Excessive, oversized or elaborate jewelry;
- Jewelry consisting of vibrant colors or secular symbols.
- Brooches or pins attached to choir uniforms.

- Members are expected to give their full attention to the music staff during each rehearsal and service/performance.
- Members are expected to listen to their performance CDs and be familiar with their vocal parts prior to each rehearsal.
- A seating chart may be created by the Director(s) to optimize the sound quality of the choir.
- Members are expected to be respectful of the positions of the directors, musicians and officers of the choir. Issues or concerns should be voiced privately, not publicly, with the choir director so that they may be addressed appropriately.
- Members are expected to bring the following items to each rehearsal:
  - Music Folder
  - Music/Lyrics
  - Pencil
  - Recorder (if owned)
  - Bottle of water (room temperature)
  - Learning, attentive spirit

Musical Selections

- The choir will perform songs that are Bible-based and indicative of worship, praise and ministry of the Gospel. Songs with obvious overtures to secular music, or questionable lyrics will not be utilized.
- Special musical guests may participate for special occasions with the expressed approval of the Pastor and the directors.
- Special musical selections may be presented by choir members under the following conditions:
  - Approval must be secured from the directors a week prior to presentation of the music.
  - The member must present the music to the choir at least 2 weeks prior to the performance.
  - Sheet music, lyrics and/or musical accompaniment must be supplied by the presenting member.
Solos/Leads
- Solo performances during worship services may be performed with the approval of the Directors.
- Directors may appoint lead singers at their discretion. However, if more than one choir member expresses interest in leading a particular song, the members will be given the opportunity to audition for the lead part in front of the choir. The directors will make the final decision.
- Soloists must be seated on the front row during the service or performance.
- Soloists may be required to attend special sessions to work on their lead parts.

Services and Performances
- Members are expected to be on time for all services and performances.
- Members will not be allowed to enter into the choir stand after greeting.
- Members are expected to wear the designated attire for each service and performance.
- Members are expected to memorize all songs for each service or performance unless otherwise instructed to use sheet music or lyrics.
- Members and musicians are expected to give their full attention to the directors during services and performances.
- Unless otherwise designated, the Sanctuary Choir is expected to provide musical selections for funeral services held at St Paul Church for congregational members. If the choir is unavailable, then the Praise Team will provide the musical selections.
- Choir participation in outside performances and services must be approved by the Pastor and directors. The choir will participate in outside performances if a 1 director, 2 members per vocal part and the musical staff are able to attend.

Attire/Uniforms
- Members are expected to wear the selected attire for each singing performance and are responsible for purchasing and caring for the selected uniform attire (i.e. robes, choir shirts, etc.). Orders will be placed in the highest quantity possible to maintain affordability for all choir members.

Dues
- Monthly dues of $10 per member are collected each month to assist in purchasing choir supplies and funding choir activities such as choir functions, birthdays, bereavements, and other expressions of appreciation, concern or thoughtfulness.
Rehearsal Schedule
Sanctuary Choir Thursdays prior to 1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd} and 5\textsuperscript{th} Sundays, 6:30 pm
Youth Choir 3\textsuperscript{rd} Sunday of the month during Children’s Church and Thursday prior to 4\textsuperscript{th} Sunday, 6:00 pm
Praise Team Every Thursday, 8 pm

Order of Rehearsal Session
- Opening Scripture/Prayer
- Warm Up Song
- Rehearsal Songs
- Wrap Up
  - Review of Sunday’s Song Selections and Uniform
  - Announcements
  - Prayer Requests
- Closing Prayer

Singing Schedule
1\textsuperscript{st} Sunday Sanctuary Choir
2\textsuperscript{nd} Sunday Sanctuary Choir
3\textsuperscript{rd} Sunday Sanctuary Choir
4\textsuperscript{th} Sunday Children’s/Youth Choir
5\textsuperscript{th} Sunday Sanctuary Choir
Every Sunday Praise Team
Order of Service

Opening Praise Song  
Praise Team

Welcome  
Presiding Elder/Musical Interlude

Prayer  
Presiding Elder/Musical Interlude

Announcements  
Presiding Elder/Musical Interlude

Greet Your Neighbor  
Congregation/Musical Interlude

Intercessory Prayer  
Presiding Elder/Musical Interlude

Praise and Worship  
Praise Team

Acknowledgement of First-Time Visitors  
Pastor/Musical Interlude

The Lord’s Supper/Communion (every 1st Sunday)  
Pastor/Musical Interlude

Baptism (As Scheduled)  
Pastor/Musical Interlude

Baby Dedication (As Scheduled)  
Pastor/Musical Interlude

Pastoral Reflections  
Pastor/Musical Interlude

Worship through Financial Gifts  
Pastor/Musical Interlude

Worship Through Music  
Choir

Worship in The Word  
Pastor

Moment of Decision  
Special Music/Musical Interlude

Dismissal of First-Time Visitors  
Pastor/Musical Interlude

Benediction  
Presiding Elder/Musical Interlude