The Redeemed Christian Church of God
Rehoboth Assembly, Calgary

CHURCH OPERATIONAL MANUAL FOR

CHOIR DEPARTMENT

© November 2013
Contents

1  Choir Department Operational Manual  2
1.1  Introduction  2
1.1.1  The Choir Department  2
1.2  Expectations from Choir Members  3
1.2.1  Spiritual Responsibility  3
1.2.2  Responsibility to Self-Improvement  3
1.2.3  Responsibility to Rehoboth Assembly  3
1.2.4  Conduct during Practice/ Rehearsal  4
1.2.5  Conduct during Church Service  5
1.3  Choir Meeting Schedules and Rosters  5
1.3.1  Choir Uniform Rosters  5
1.3.2  Midweek Service Rosters  5
1.3.3  Praise & Worship Rosters  6
1.3.4  Choir Ministration Songs (Special Songs)  6
1.3.5  Choir Practice Time Schedule  7
1.3.6  Monthly Choir Meeting Time Schedule  7
1.3.7  Quarterly Choir Retreat  8
1.4  Guidelines for New Members  8
1.5  Choir Management  8
1.5.1  Choir Executive Committee (EXCO)  8
1 Choir Department Operational Manual

1.1 Introduction

This document has been put together to provide guidelines on what is expected from Choristers in fulfilling their God-given ministry in the choir of Rehoboth Assembly model parish of the Redeemed Christian Church of God.

1.1.1 The Choir Department

The Choir of Rehoboth Assembly is a collection of born again Christians who have been set apart to minister to God and His people through Music. It consists of both instrumentalists and vocalists.

The Mission Statement of the Choir is

“To ensure choir ministration (praise/worship and inspirational songs) are delivered skilfully and in such a manner that it will motivate God’s people to worship Him irrespective of their nationality, race or colour”

In addition,

“To inspire individuals in the church to imbibe the culture of praise/worship and make it part of their daily life/routine”
1.2 Expectations from Choir Members

1.2.1 Spiritual Responsibility

All members (both instrumentalists and vocalists) are expected to maintain a high level of spirituality at all times to enable them effectively minister to God’s People. The Choir is not just about entertaining, the Spirit needs to impart on the songs for lives to be blessed. Therefore, each choir member is expected to:

a) Spend quality time praying and worshipping God in the closet in order to effectively lead God’s people in the open.

b) Spend quality time studying and listening to the Word of God as Choir ministry is the Word in Melody.

Remember Malachi 3: 3-4

“And he shall sit as a refiner and purifier of silver: and he shall purify the sons of Levi, and purge them as gold and silver, that they may offer unto the LORD an offering in righteousness. Then shall the offering of Judah and Jerusalem be pleasant unto the LORD, as in the days of old, and as in former years”

1.2.2 Responsibility to Self-Improvement

All members are expected to continue to seek opportunities to improve themselves in the area of Music to further enhance their skills. While the church will provide opportunities for the choir members to improve themselves, each member is also encouraged to take it as a personal responsibility. Therefore each choir member is encouraged to:

a) Read, listen to and watch materials that will improve you as a music person and a minister.

b) Attend concerts, seminars and programmes that will assist in improving his/her music ministry.

c) Practice regularly to continually improve on skills.

d) Seek opportunities to learn or improve on at least one musical instrument

1.2.3 Responsibility to Rehoboth Assembly

The Choir Department as a department of the Rehoboth Assembly is expected to abide by the regulations of the Church. Accordingly, every member of the department is expected to be:

a) Subject to Authority: Heb.13:17 “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you”. The kingdom of God is a Theocracy and not a democracy as such every member is expected to obey instructions given by the Pastorate and the Leader of the Choir Department.

b) Involved in Church Activities: Heb.10:25 “Not forsaking the assembling of ourselves together, as the manner of some is”. As responsible workers in His vineyard, members are
expected to come regularly and punctually for church services and meetings. These meetings include:

- Workers’ Meeting
- Midweek Services
- Sunday Services
- House Fellowships
- Sunday School
- Special Services/Meetings

**c) Regular and Punctual for Workers’ Meeting:** this helps to prepare the members for the work of the day and to receive important information meant for workers only. As instructed by the Pastor, any member who does not attend the workers’ meeting for the day will not be allowed to work without a special approval from the Pastor.

d) Regular and Punctual for all meetings organized by the Choir Department

e) **Prayerfully prepare** for any activity he/she may be assigned to perform

f) Available for any tasks assigned during the services and meetings.

g) Committed to providing excellent service for any assigned tasks within the Department and church at large.

### 1.2.4 Conduct during Practice/ Rehearsal

The Choir shall meet at least 2 times every week (or as decided by the team leader) to effectively rehearse for ministrations. At each of these meetings, the following is expected from each member:

b) a) All members are encouraged to be punctual. A maximum of 15 minutes grace period (with cogent reasons) will be allowed after which he/she might not be allowed to participate in the rehearsal.

c) The first 30 minutes of the Choir practice shall be devoted to prayers/worship. Any choir member who misses this period shall not be allowed to minister with the choir on the next Service day.

d) Any member who will not be available for practice should have informed the choir leadership **before the time for practice**.

e) All choir members should endeavour **not to miss more than 2 choir meetings in a month**.

f) All choir members are expected to come for practice with their notebooks and pen and sit **according to their parts** (for vocalists) and their roles (for instrumentalists).

g) A high level of discipline is expected during practice – minimal side talks and distractions.

h) Every choir member is expected **to have listened to the relevant songs prior to the practice time**. Instrumentalists should have also ‘scored’ the songs before the practice.

i) The time schedule put up for choir practice is **to be strictly followed**.

j) During the choir practice for special occasions, there shall be a dress rehearsal period which **will be an exact pre-play of what is to be done during the ministration day** – there is no room for errors.

k) Being good Christians, all choir members are expected **to give and receive correction in love**.
l) Praise Leaders are expected to have met/discussed with the instrumentalists before the general practice to ensure smooth running during the general practice.

### 1.2.5 Conduct during Church Service

All choir members that have attended rehearsals are expected to be present for the relevant Church Service. During the Service, the following is expected of all choir members – including instrumentalists:

a) Fully comply with the agreed choir dress code.

b) Punctually attend the ministerial prayers before and after the services where applicable.

c) Be seated according to their parts/roles before the start of the Service.

d) Actively participate in the Service – prayers, bible reading, Sunday School, sermon etc. – the choir is next in line to the ministers and should display the accorded level of discipline and responsibility.

e) Keep to what was agreed during the rehearsals; except where otherwise approved by the choir leadership.

f) Be ready to immediately back up impromptu songs raised during the course of the Service.

   – Choristers assigned to leading/backing-up songs on the microphone are expected to keep this as their primarily responsibility for the Service.

### 1.3 Choir Meeting Schedules and Rosters

#### 1.3.1 Choir Uniform Rosters

a) A roster specifying the colour codes for the services will be prepared on a quarterly basis. All choir members are expected to fully comply with the colour codes at all times.

b) The colour code for any particular Service may be changed at the discretion of the Choir Leadership.

c) If required for special occasions, the church will provide choir uniforms for all members.

#### 1.3.2 Midweek Service Rosters

a) A roster specifying the choir member to lead the praise/worship for the midweek service will be prepared on a monthly basis.

b) Any assigned choir member on the roster is expected to perform this duty or make an alternative arrangement, with the approval of the Choir Leadership.

    c) The assigned choir member to lead praise/worship will also be responsible for raising songs during the offering.

d) Instrumentalists are expected to provide an adequate cover for all midweek services for at least the keyboard and the drum set.

e) All choir members are expected to be punctual and regular for midweek service to assist with backing-up.
1.3.3 Praise & Worship Rosters

a) A roster specifying the choir member to lead the worship for Sunday services will be prepared on a monthly basis.

b) All choir members are to check the roster regularly to note where they are assigned in order to perform accordingly.

c) The assigned praise/worship leader is expected to have prayerfully selected and arranged the songs well ahead of time.

d) The songs should be written/typed out in at least 3 copies to make it easy for the instrumentalists and technical team to follow along.

e) If there are any new songs, the praise/worship leader is expected to inform all back-up singers before the practice day.

f) The assigned praise/worship leader is expected to meet/discuss with the instrumentalists to work together on the song selection and arrangement before the time allotted for general choir practice.

g) Instrumentalists are expected to cooperate with the Praise Leaders in ensuring this occurs as required.

h) The Praise & Worship leader will also be responsible for leading the Offering Song, Welcome Song and Thanksgiving songs. He/ She may also request another Praise/Worship leader for assistance as required.

1.3.4 Choir Ministration Songs (Special Songs)

a) Ministration Songs for all services in a month will be selected prior to the beginning of that month. Choir members are encouraged to make suggestions on ministrations songs.

b) These songs will either be prepared on a CD or sent via email to all choir members for their personal preparation before choir meetings.

c) All choir members are expected to listen to the ministration songs and know them before the scheduled date of rehearsal.

d) This same approach will also be adopted for special programmes to make the practice time more effective.
1.3.5 Choir Practice Time Schedule

In order to ensure adequate respect for everyone’s time the choir practice will have the following is a recommended schedule:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Prayers and Worship</td>
<td>30mins</td>
</tr>
<tr>
<td></td>
<td>Music Development Moment</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Special Song Practice</td>
<td>30mins</td>
</tr>
<tr>
<td>3.</td>
<td>Praise Worship Practice 1</td>
<td>20mins</td>
</tr>
<tr>
<td>4.</td>
<td>Praise Worship Practice 2</td>
<td>20mins</td>
</tr>
<tr>
<td>5.</td>
<td>Praise Worship Practice 3</td>
<td>10mins</td>
</tr>
<tr>
<td>6.</td>
<td>Special Song Rehearsal</td>
<td>10mins</td>
</tr>
<tr>
<td>7.</td>
<td>Closing &amp; Prayers</td>
<td>1min</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>2 hours</strong></td>
</tr>
</tbody>
</table>

1.3.6 Monthly Choir Meeting Time Schedule

In order to ensure we maintain the right level of spiritual fervency and excellence in our ministrations, the choir will gather once a month to pray, review the activities for the last month and plan the activities for the coming month.

- All choir members are to come fasting in preparation towards this meeting.
- Any choir member who is absent for the meeting without informing the Choir leader prior to the meeting will not be allowed to minister during the next month, unless consented to by the Choir Leader.
- The choir EXCOs shall ensure adequate preparation for the choir monthly prayer meeting.
- To ensure proper use of time, the meetings are recommended to follow the schedule below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Prayer &amp; Exhortation</td>
<td>15mins</td>
</tr>
<tr>
<td>Prayers and Worship</td>
<td>20mins</td>
</tr>
<tr>
<td>Review of Last Month</td>
<td>20mins</td>
</tr>
<tr>
<td>Plans for Coming Month</td>
<td>20mins</td>
</tr>
<tr>
<td>Suggestions/ Concerns/ AOB</td>
<td>10mins</td>
</tr>
<tr>
<td>Closing &amp; Prayers</td>
<td>5mins</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1hr 30mins</strong></td>
</tr>
</tbody>
</table>
*This schedule may be changed from time to time as the Choir leadership is led.

### 1.3.7 Quarterly Choir Retreat

The choir shall endeavour to have retreats every quarter for both spiritual and social reasons.

- **a)** The **Spiritual Retreat** shall be focussed on **rekindling the passion for ministry and music amongst members** of the Choir.
- **b)** The **Social Retreat** shall be focussed on **further improving the spirit of love and oneness** in the Choir.
- **c)** The exact date and mode of these services will be decided on a case by case basis.

### 1.4 Guidelines for New Members

- **a)** All new members of the Choir shall be required to undergo a **Probation Period** of 4 weeks
- **b)** During this period, the new member shall be expected to come for all choir meetings – both choir practice and prayer meetings.
- **c)** During this period, the new member shall not be ministering with the choir in the services but shall be under assessment
- **d)** The new member is expected to learn the regular songs that are performed in the choir in order to effectively participate in the choir.
- **e)** The conduct of the new member during the probation period will greatly determine if the member will be formally admitted into the choir or will have to undergo further probation.

### 1.5 Choir Management

#### 1.5.1 Choir Executive Committee (EXCO)

To ensure that the Choir is managed in an effective and efficient manner, a Choir Executive Committee shall be nominated and they will be responsible for leading and coordinating the various activities of the Choir as detailed below;

- **Music Director**
  - Spiritual and Musical Leadership
  - Select special songs for services
  - Review praise/worship lists
  - Coordinate Choir Practice
  - Set and enforce discipline standards
  - Coach instrumentalists
  - Coach choristers in, music & ministry
  - Prepare monthly Choir rosters
• **Administration**
  - Maintain Choir Music Folders
  - Provide admin support for choir activities
  - Document minutes in meetings
  - Maintain Song Database (soft copies)
  - Track members attendance at practice and other meetings

• **Welfare**
  - Coordinate Choir Uniforms
  - Coordinate Social Gatherings
  - Birthdays and Other Celebrations
  - Phone/Notifications for meetings
  - Maintain accurate and complete records of all choir members

• **Prayer**
  - Uphold members in prayers
  - Pray for ministrations
  - Remind/ prepare for Choir monthly prayer
  - Be spiritually alert
  - Coordinate the prayer section for the Choir Practice

• **Planning & Organizing:**
  - Develop program for choir events
  - Support in preparing training programs for choir
  - Coordinate with Technical for Lyrics and ministrations
  - Prepare choir CDs to aid learning of songs
  - Coordinate Choir Events and Retreats

1. These roles should be handled by different members of the choir as chosen by the Music Director and approved by the Pastorate.

2. The assigned people may request the assistance of other members of the choir as required.
End of Choir Department

Operational Manual