

# **Worship Ministry Operations Handbook & Mutual Covenant**

**Southside Baptist Church | Florence, SC**

This document serves as the comprehensive guide for all volunteers and leaders within the Southside Baptist Church Worship Ministry. It outlines our theological foundation, practical expectations, team requirements, and the onboarding process.

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## Ministry Vision & Core Values

The Worship Ministry of Southside Baptist Church exists to exalt God, edify the believer, and evangelize the lost through music and technology. We believe worship is not a warm-up for the sermon, but a vital response to who God is and what He has done.

### **Biblical Worship is our #1 Core Value at Southside Baptist Church:**

1. **We are a church committed to biblical worship** - We are created by God to worship God through personal, family, and gathered worship, together. Worship is a lifestyle, and our worship is rooted and lived out in biblical truth.
2. **We are a church committed to Gospel centrality** - The Gospel of Jesus changes every aspect of our lives, and together, we are committed to trusting the Gospel within every aspect of our church.
3. **We are a church committed to making disciples of Jesus** - Growing in relationship and obedience of Jesus Christ, and teaching others how to accomplish his call, is essential to a Christ-follower's life. This is the journey of discipleship, and together, we are fully committed to this end.
4. **Committed to telling others about Jesus** - Salvation only occurs when another person encounters the Gospel of Jesus Christ, and God has called His church to take the Gospel to our community and to the end of the earth with urgency. Together, we go and tell.
5. **We are a church committed to generous giving** - To model the generosity of God and to live obediently with Him, together, we give generously to fuel the mission of God's church. (We give, together, to fuel the mission of God's church.)
6. **We are a church committed to Kingdom unity** - We are not saved to live this life alone. Being saved by Jesus moves our citizenship into God's kingdom, uniting us together with His global church, to mobilize the Gospel to the end of the earth.
7. **We are a church committed to all generations** - We believe the church is a spiritual family, comprised of every generation. We are committed to discipling every generation with the Gospel of Jesus, ensuring every generation knows they are loved by God and the church.

# Team Requirements & Rehearsal Schedules

To ensure our team remains unified and prepared, we have established the following guidelines and rehearsal commitments for each area of service.

**Choir** - The choir is our largest vocal ensemble and is open to those who have a heart for praise.

- **Prerequisite:** Church Membership **not required** but need to have attended **Southside 101** (Visitor interest class).
- **Process:** Completion of the **Worship Ministry Volunteer Interest Questionnaire** and signing the **Worship Ministry Covenant**,
- **Audition:** No audition is required to join the choir.
- **Performances:** Beginning April 2026, will typically perform once monthly (2<sup>nd</sup> Sunday of Month) except during the Christmas Season
- **Rehearsal Times: Sundays from 4:15 PM – 5:15 PM** (4<sup>th</sup> and 1<sup>st</sup> Sunday of the Month).
  - **Sunday Mornings at 8:05 AM:** On Sundays when the choir is performing a special, members need to be in the loft by 8:05 AM for a morning sound check.

**Praise Singers** - Praise singers lead from the front on microphones and require a high level of vocal commitment and blending capability.

- **Prerequisite:** Must be a **member** of Southside Baptist Church
- **Participation:** Must be an active participant in the **Choir** (or the **Youth Band** for student singers) and actively attend / participate in church events when not singing on stage.
- **Process:** Completion of the **Worship Ministry Volunteer Interest Questionnaire**, signing the **Worship Ministry Covenant**, and participation in a **1:1 Meeting with Worship Leader** to include both lead and harmony capabilities
- **Rehearsal Times:** Praise singers are expected to follow **both** the Choir schedule and the Worship Band schedule:
  - **Wednesdays from 7:30 PM – 8:30 PM** (with the Band)
  - **Sundays from 7:45 AM – 8:15 AM** (with the Band)
  - **Sundays from 4:15 PM – 5:15 PM** (with the Choir)
  - **Sundays at 8:05 AM** in the loft when the Choir performs a special.

**Worship Band** - Our band provides the musical foundation for our services. We currently utilize piano, keyboard, drums, auxiliary percussion, acoustic guitar, electric guitar, and bass guitar.

- **Prerequisite:** Must be a **member** of Southside Baptist Church
- **Participation:** Must actively attend / participate in church events when not performing on stage.
- **Process:** Completion of the **Worship Ministry Volunteer Interest Questionnaire**, signing the **Worship Ministry Covenant**, and participation in a **1:1 Meeting with Worship Leader** to assess skill level and stylistic fit.
- **Rehearsal Times: Wednesday Nights from 7:30 PM – 8:30 PM.**
  - **Sunday Mornings from 7:45 AM – 8:15 AM.**

**A/V Team** - The A/V team is vital for creating an environment where the message and music can be heard and seen clearly both In House and Online. Positions include In-House sound board, ProPresenter, Live Stream Audio, and Live Stream Video

- **Prerequisite:** Must be a **member** of Southside Baptist Church
- **Participation:** Must actively attend / participate in church events when not actively serving
- **Qualifications:** A strong interest in tech and a passion for music, sound, or video production. Prior familiarity with technical equipment is preferred but not mandatory.
- **Rehearsal Times:** A/V team members (In House Sound and ProPresenter) are expected to be present during the Band's rehearsal times (Wednesdays at 7:30 PM and Sundays at 7:45 AM) to ensure all audio, visual, and lighting checks are completed. Live Stream Technicians are expected to attend 8:30 Service to manage "in house feed" audio and video and to prepare for the 10:55 AM Live Stream.

**The Pic Crew (Photography Team)** - The Pic Crew is our visual storytelling team. You are responsible for capturing the "life" of Southside through the lens.

- **The Vision:** *"Every photo tells a story. The photography team captures real moments of worship, community, and life change so others can see what God is doing at Southside—and step in and belong."*
- **Prerequisite:** Must be a **member** of Southside Baptist Church
- **Requirements:** An eye for candid moments, familiarity with basic digital photography (DSLR or high-quality mobile), and a commitment to the mission.
- **Expectations:** Sunday Mornings - Brief huddle with the Worship Leader or Team Lead to discuss any specific "shot list" needs for the day (e.g., baptisms, baby dedications, or special events).
  - **Service Time:** Capturing moments before, during, and immediately after **both services**.
  - **Uploading Images:** Narrow down photos to top 15-20 for the week and upload to shared Google drive to be accessed by the Senior Pastor by **4:00 PM on that Sunday**.

# The Worship Leader's Covenant: My Commitment to You

A healthy ministry is a two-way street. Because I am a **bi-vocational Worship Leader** balancing a 50+ hour work week and weekly overnight travel, I understand more than anyone that **time is our most precious resource**. I value your sacrifice and your family time. My overarching promise to you is this: **If you don't waste my time, I won't waste yours**. To honor that commitment, I commit to provide the following:

## I. Organization & Preparation

My goal is to eliminate Sunday morning stress by giving you ample time to prepare during the week so our in-person time is efficient.

- **Advance Scheduling:** I will send out scheduling requests via Planning Center at least **4 weeks in advance** so you can plan your family and work calendars.
- **Timely Resource Loading:** I will have the Order of Worship completed in Planning Center and all Multi-tracks loaded into the **Prime App** by the **previous Sunday night**. This gives you a full week to listen and learn.
- **Chart Accuracy:** I will ensure that chord charts and practice MP3s loaded into Planning Center match the arrangements we intend to play.

## II. Respect for Your Time

Because we both have busy lives outside these walls, I will treat our rehearsal time as a disciplined window of work and worship.

- **Prompt Starts & Ends:** I commit to starting and ending our Wednesday (7:30 PM) and Sunday rehearsals exactly on time.
- **No "Learning" at Rehearsal:** I will lead the rehearsal assuming everyone has done their homework, allowing us to focus on blending and spirit rather than basic mechanics.

## III. Leadership, Mentorship, & Care

You are a person serving the Lord, not just a "slot" on a schedule.

- **Consistent Presence:** I will provide a steady, calm, and prepared leadership presence on the platform.
- **Open-Door Policy:** I am always available as a sound board for your feedback or technical needs...and I welcome texts with song suggestions.
- **Culture of Grace:** While we strive for excellence, I recognize that mistakes happen. I commit to a rehearsal environment where it is safe to mess up, fix it, and move on without embarrassment.
- **Spiritual Covering:** I will regularly pray for you and your family, recognizing that our service is an overflow of our spiritual health.

# Standard of Conduct & Rehearsal Covenant

## I. Spiritual Heart & Platform Presence

Serving on the platform or in any position within the Worship Ministry at Southside is a visible leadership role. We ask that all team members commit to the following:

- **A Lifestyle of Worship:** Our Sunday morning service should be an overflow of our personal walk with Christ throughout the week.
- **Active Engagement:** Always maintain a posture of worship. We lead by example; if we look disengaged on the stage or in the booth, the congregation will follow suit.
- **Modesty & Focus:** We want to ensure that nothing in our appearance or behavior distracts from the Gospel message (more later).

## II. Rehearsal Ethics: "Practice is for Home, Rehearsal is for the Team"

To respect everyone's time, we operate under the principle that rehearsal is for polishing a song, not learning it for the first time.

- **Individual Preparation:** Band members and Praise Singers are expected to be familiar with the arrangements, charts, and vocal parts provided in our scheduling tool **before** arriving at rehearsal.
- **Punctuality:** "On time" means in your position, tuned up, and ready to go at the start of the scheduled rehearsal.
  - **Praise Singers, Band, and A/V Call Times:** Wed at 7:30 PM and Sun at 7:45 AM.
  - **Choir Call Times:** Sun at 4:15 PM, and by 8:05 AM in the loft on Sun when singing a special
  - **Pic Crew** – Sunday mornings pre-8:30 service to post-10:55 Service
- **Attendance Policy:** If a mid-week or pre-service rehearsal is missed without prior coordination, the volunteer may be asked to sit out that Sunday to ensure the excellence and overall impact of the team.

## III. Team Unity & Communication

- **Teachable Spirit:** Be open to feedback from the Worship Leader or Team Leads. Whether it's a technical adjustment or a suggestion on stage presence, we are working toward a common goal.
- **The "Green Room" Culture:** Treat the rehearsal space and off-stage areas as places of encouragement. We pray together, support one another, and keep a positive atmosphere.

## IV. Technical & Creative Stewardship (A/V & Pic Crew)

- **The "Invisible" Presence:** For the Pic Crew, the goal is to capture "real moments" without becoming a distraction. Photographers should move quietly, avoid blocking the view of worshippers, and limit flash usage during sensitive moments of prayer or the sermon.
- **Digital Promptness:** Because social media moves fast, plan to upload "best" shots to the Google Drive by **Sunday at 4:00 PM** so the Senior Pastor has content ready for the start of the week.

# Scheduling, Attendance, & Communication

To maintain organization and respect volunteer time, we utilize a structured scheduling process.

- **Scheduling Tool:** We use **Planning Center** for all scheduling. You will receive an email or app notification when you are requested to serve.
- **Response Time:** Please accept or decline scheduling requests at least **one week** in advance. If you decline, please leave a brief note so leadership can plan accordingly.
- **Block-out Dates:** If you know you will be out of town or unavailable, please put in "Block-out dates" in the system as far in advance as possible.
- **Illness/Emergencies:** If you wake up sick on a Sunday you are scheduled to serve, please text the Worship Leader or your Team Lead by **6:30 AM** so a replacement can be found or arrangements adjusted.

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## Appearance & Platform Presence

While we do not enforce a strict dress code, those leading from the platform are subject to visual scrutiny. Please adhere to the following guidelines:

- **General Attire:** Business casual, smart casual, or neat denim. Clothes should be clean, free of holes, and fit appropriately.
- **Modesty:** When you are elevated on a stage, sightlines change and dresses look shorter than you think. Keep these considerations on Sundays when you are on stage:
  - **Everyone:** Ladies either wear pants or Midi/Maxi dresses (knees covered), NO Shorts, NO jeans with holes in them, NO Hats, avoid large, distracting graphics, neon colors, or massive jewelry that might catch stage lights and distract the congregation
  - **Praise Singers:** All eyes on you, the less skin showing the better, no exposed shoulders, wear layers, knees covered
  - **Band:** Southside T-shirts OK, solid dark colors preferred, jeans without holes
  - **A/V & Pic Crew Team:** wear darker colors (navy or black) to blend into the background and reduce visual distractions in the sanctuary



## Worship Ministry Volunteer Questionnaire

Please complete this section and return it to the Worship Leader.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cell #: \_\_\_\_\_ e-Mail: \_\_\_\_\_

### Area of Interest:

Choir  Praise Singer  Band (Instrument: \_\_\_\_\_)  A/V Team  Pic Crew

### I. Your Faith Story

Briefly share your testimony. How did you come to know Jesus Christ as your Lord and Savior, and how are you currently growing in your relationship with Him?

### II. Passion for Service

What draws you to the Worship Ministry specifically? Why are you passionate about using your gifts to serve the Lord at Southside?

### III. The Role of a Worship Team Member

Whether you are behind a console, in the choir loft, or on the platform, we believe every team member is a leader. How do you view your specific role as helping to lead the congregation into a deeper encounter with God during a service?

### IV. Church Involvement

Beyond the Worship Ministry, what other areas of Southside Baptist Church are you currently involved in? (e.g., Small Groups, Sunday School, Children/Youth Ministry, Greeting, etc.)

### V. Availability & Commitment

- How long have you been attending Southside? \_\_\_\_\_
- Are you a member of Southside Baptist? [  ] Yes [  ] No
- If no:
  - Have you completed Southside 101 (Visitor Class)? [  ] Yes [  ] No
  - Have you completed Southside 201 (Membership Class)? [  ] Yes [  ] No
- Can you commit to the rehearsal schedules listed in Section 2?
  - [  ] Yes, I can commit to these times. [  ] No, I have recurring conflicts.



## Worship Ministry Covenant (Signature Page)

By signing this document, I acknowledge that I have read, understood, and agreed to the **Worship Team Requirements & Expectations**. I recognize that serving in the worship ministry is a leadership position that requires spiritual maturity, technical preparation, and a heart for the congregation of Southside Baptist Church.

- **Spiritual Growth:** I commit to maintaining a personal walk with Christ and a lifestyle that reflects biblical values.
- **Preparation:** I agree to arrive at rehearsals prepared, having studied the music, charts, or technical cues in advance.
- **Punctuality:** I will be in my place and ready to serve at the designated call times.
- **Team Unity:** I will maintain a teachable spirit, responding gracefully to leadership and supporting my fellow teammates.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Date: \_\_\_\_\_