

Brooklyn Methodist Church Worship Guidelines



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)

www.brooklynmethodist.org.za/worship

Being involved in leading worship is a wonderful and high calling. It is something that we at Brooklyn Methodist take very seriously. It is for that reason that we have produced this booklet on the Guidelines for the Worship Team. Please take time to read it carefully.

What is Worship?

“Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks. God is spirit, and his worshipers must worship in spirit and in truth. The woman said, "I know that Messiah" (called Christ) "is coming. When he comes, he will explain everything to us." Then Jesus declared, "I who speak to you am he." John 4:23-26

- Spirit (within)

- Truth (without)

- True Worship is when one's spirit adores and connects with the Spirit of God, when the very core of one's being is found loving Him, lost in Him.

 - XW (Darlene Zschech)

- To be a worshipper is to fall in love with God, the Author of love, and accept the love He has for you. – XW (Darlene Zschech)

- Loving others is an act of Worship towards the Author of love! – XW (Darlene Zschech)

 - Worship is a lifestyle

 - Sacrificial

 - Lifestyle

- We have a reason to worship!! All of us at some time have been faced with dark times, times in which Christ's light made the difference, even moreso, His sacrifice.

Mission Statement

By Learning the practice of worship in our daily lives and bringing that experience into our communal worship, our purpose is to create an environment in which we express adoration for who God is, gratitude for what He has done and dependence on His grace with excellence.

Core Values

We recognize the value of different styles of worship and we seek to draw on each of them.

We seek to be culturally relevant.

When we speak of culturally relevant we are not necessarily talking exclusively about race. We want to be relevant to the community of Brooklyn and the people that attend our church. That is why we use a lot of modern music in our services. It is important that an un-churched person visiting us would find the music relevant.

We encourage freedom of expression in worship.

The Apostle Paul is clear in 1Cor. 14: 26-40 that church services should be conducted in an orderly manor. We are not advocating that our services become “free-for-all” where anything goes. At the same time we don’t want to limit what the Holy Spirit wants to do in a service.

We endeavor to recognize, train and utilize people God has gifted and called for worship ministries.

Our entire church operates on this premise. We first want to recognize those that God has called and anointed in this area. Once we have done that, we will provide opportunities and training in worship and music.

We strive for excellence in all aspects of worship ministry.

We are not speaking only of a musical sense. We are seeking excellence in all areas including but not limited to the areas listed above.

With that said, musical excellence is very important. There are people who would love to be involved in worship but their level of competence on their given instrument is not at a standard that we believe necessary. We encourage such people to continue to practice and work to improve their skill.€

Responsibilities of those involved in worship

Personal Purity

Our connection with the Lord is the source of everything we have to give to others, and Jesus made it clear: “apart from Me, you can do nothing”. (John 15:5) A yielded heart is a powerful tool in God’s hands. Our worship must spring from a heart that is right with God. If there is unconfessed sin in your life it limits what God will do through the entire team.

Although we don’t spend time interrogating you on your personal life, we expect that you are actively pursuing your relationship with God and abstaining from things that God has prohibited, (ie sex outside of a marriage relationship, alcohol or drug abuse etc.).

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Relational Integrity

If there is a relational problem between you and another person we expect it to be handled in the biblical manner. Go directly to the person with whom you have the problem. If that doesn’t resolve the issue, bring in another person (preferably one of the Pastors or Elders) to resolve the conflict. Do not take your conflict to a third party! The Bible calls that gossip which is sin.

Service Attendance

It is extremely important for your own spiritual well-being that you are in church services other than when you are involved in worship. We don't take attendance and are not trying to be legalistic on this matter, but we do believe that if you are only in church the times you are involved in worship, there may be a spiritual issue that needs to be addressed.

Musical Proficiency

We believe that God deserves the very best that we have to give. Giving your best requires practice; not only together as a group but at home as well. If you are not working to improve your skill, you are doing God a disservice. Psalms 78:72 says *"and David shepherded them with integrity of heart, with **skillful** hands he led them."*

We encourage all who can to take professional lessons on their given discipline. We can recommend good teachers if you would like us to. At the very least we ask that you spend time on your own practicing as well as being at designated practices.

Punctuality

We expect you to be on time! We understand that at times "Murphy" kicks in and it is impossible, but if you are habitually late then we have a problem. If you know you are going to be late, a call to the Worship Leader is in order.

Dress for Sunday

Ladies - Please dress conservatively. Short skirts or dresses look several inches shorter when you are standing on a stage. Please don't wear tight tops, tank tops with spaghetti straps, and keep your belly button covered. It can be very distracting to people that are worshipping. If we distract people by how we dress we are not creating an atmosphere where people can worship.

Guys – Please dress modestly and neatly.

Rehearsals

Unless you hear otherwise rehearsals are as follows:

Sunday Evening Worship – Saturday 08:00 - 09:30
Sunday 16:30 - 18:30

1 Saturday a month - 8:00 - 12:00 (all teams)

These are compulsory, missing two or more of these within a given quarter without a valid excuse will result in the Worship Team member being benched for a quarter.

Singers are not expected to be at weekly Saturday morning rehearsals, but it would be encouraged.

If you have equipment to set up please be there early so that you are ready to go by the time rehearsal begins.

The Worship Leader is in charge of rehearsals and makes the final decisions concerning music, arrangements etc. If you have a suggestion feel free to make it, but do not be offended if the leaders doesn't use your suggestion.

Please take an extra 10 minutes after a rehearsal or service to help tear down.

Please note that teams that consistently do not practice in the week before they are scheduled will not be rostered in the following quarter. Effectively, teams that do not practice in the week preceding their scheduled week for two or more consecutive weeks will not be rostered for the following quarter. Please remember, we want to give God our BEST and that simply can't happen when we don't put in the time!

Rosters

The roster comes out around every three months. If you know of weekends that you will be away please let Taiki know before the time so he can arrange a stand-in. You are though encouraged to please arrange your own stand in if you can't make it. If problems arise on a Sunday that you are on the roster, contact us right away! The sooner you do the easier that it is for us to make the necessary changes. We work hard to plan around your schedule but we need your cooperation.

Sound Technicians

Sunday Practices:

The whole rehearsal revolves around you. PLEASE BE ON TIME!

The worship leader should liaise with you concerning any changes on the roster and where he/she would like things placed. If you don't hear from them, set things up per the roster.

Equipment Care

It is your responsibility that equipment is put away neatly and is cared for properly. If people are misusing equipment you have the authority to put a stop to it. If you find a bad cord then put it in the box at the back for bad cords. If something gets broken or damaged please let Skip know right away so it can be repaired.

When you finish a rehearsal or service put the desk back in "neutral mode". That means all the faders are down, the input gains are pulled right back, the e.q. is all set to 0 and the aux. sends are down.

Worship Leaders

Choosing Music

This is one of the main and most important functions of the role of the Worship Leader. It's easy to go through and grab some music that you like. It takes a lot more work to prayerfully consider what you need to do, but that is what we expect. There are lots of things to consider in your choice ie keys of songs, how often they have been sung, style of music, lyrical content etc. Please take the time to do it right. It is obvious when a leader has put time and prayer into a service as opposed to having pulled randomly out of the file. Every once in a while a leader gets very busy and asks someone else to choose the music for them. This is not acceptable. If you don't have time to do this part of the job then let Taiki know and he can find a replacement for that Sunday.

Generally speaking, steer away from songs that have been used the week before except in the case of a new song. It is good to repeat new songs two or three weeks in a row so people have a chance to learn them. If you were not in church and you want to know what was done the week before, you can get that information from Taiki.

Morning vs. Evening

The morning and evening services are different. They are geared to a different group of people. The evening service is geared to Young Adults. In that mix we manage to include the school age youth and those that are a bit older than young adults. We rarely sing old hymns in the evening but that is not to say that we can't. If you want to use a hymn it is important that you do it in a musical style that fits with the rest of the service.

In the morning we are gearing things to young married with family, (probably in the vicinity of 35 years of age). It is a little older group and therefore the music must be chosen accordingly. There are songs that we do in the evening that we probably wouldn't do in the morning. They tend to be the more "viby" things that require lots of distorted guitar and heavy drums, or the songs that you need to jump up and down to. We do want to do "modern" music in the morning just keep it a little more mellow. If you have a question about a song ask Taiki.

The rule of thumb when planning a service is to go back to the Mission Statement. "Our purpose is to create an environment..." Ask yourself will these songs create an environment for the majority of the people that will be there.

Theme Services

You need to speak to the person that is preaching to find out what they are planning. You may be able to plan your worship around what they are doing. There are times when you can't and so you need to just put together a good time of worship. It is always important to ask them how they want to end. Is there a song that would be appropriate?

New Music

New music is chosen very carefully. We look at what the lyrics say. Are they consistent with what the scriptures teach? What is implied by the lyrics? We also look at the music. Is it compatible to the musicians that we have? Is it easy to sing? Is it in a good key? (often the songs are written for the worship leader on the CD to sound good but they are way to high for the average person to sing.) We also look at the song in relation to the new songs that we have done recently. We ask that if you want to do a new song, please talk to the Worship Pastor about it and we can then include the song in our following Saturday full team practice if it is suitable. New songs should be practiced at our monthly meetings before they are introduced

Generally we like to only introduce one new song in a service. It is difficult to worship during a song if you don't really know it. It's also not a bad idea to do a new song twice in the same service.

Song Lists

Please make sure you have an Order of Service setup before the Sunday on which you will be playing! A copy of this should be given to each team member so that they can know what will be happening in the service, and similarly also to the sound technician so that they can load the songs for projection.

There are some songs that have the same title. Make sure we know which one you want to do. It is also helpful to put the key you want to do it in since there are some songs we have in several keys.

Rehearsals

It is your responsibility to see that the team is ready by the time the service starts. Make sure you liaise with the Sound Technicians considering any changes in the band as well as how you want things set up. You need to do this before rehearsal since it is difficult for them to set up early if they don't know what is going on. It would be good if you arrived 30 minutes early to help with the set up and make sure it is the way you want it.

Prayer

Prayer is an important part of the service. Please think through your prayers and make them meaningful. You may want to ask one of the others in the team to pray but please give them time to prepare. It's often nice to have music playing softly while you are praying.

Scripture

Use scripture where it is appropriate. You can read it, put it on Power Point to be read together, responsively etc. It's a good way to segway between songs or to introduce a new section of your worship.

Talking

Keep your talking to a minimum. Worship is not a time for teaching it is a time to worship God together.

Line of Accountability

The pastor that is speaking ultimately has final say on what happens in a service. He/she needs to be free to break into your worship if she/he feels the Holy Spirit prompting them. You are there to serve them. If you see them get up and come to the stage then you need to let them take over.

New Members

When joining a Worship Team, new members must please be directed to have an interview with the Worship Pastor, after this they will be encouraged to attend six practices in which we will be able to gauge their character, proficiency spiritual depth and their "gel" with the team. After this another interview will be arranged and if favorable they will be added to the team roster.

One Way to Select a Worship Set

Pray

Prayer cannot be stressed enough when it comes to preparing a Worship Set. We have no idea as to what God is going to do on the evening, so

the only way we can prepare a set which will be relevant and take His people somewhere is by doing it in His strength.

Contact the Service Leader / Minister and find out what the sermon's theme will be as well as what "special" events are taking place within the service (communion, dedication of teachers etc.) Take these into account as you plan your service and fill them in on your OOS.

Think and Pray through the Theme and Direction

What is the theme for the evening (Mission etc.) or what is the Sermon theme (God's Greatness over Circumstance). Spend a bit of time in scripture on this theme. Something else to consider is perhaps what God is revealing to you in your quiet time and prayer time with Him i.e. What is God wanting to say to the congregation? What direction is He wanting His people to go in?

We re now ready to start selecting songs for Worship.

Look realistically at your time and determine how many songs you need for the set. This should be done taking into consideration all of the elements of the worship service respectfully. Remember, Communion, Notices, Collection, Welcome all form part of the Worship, not just songs! Enter all of these on your OOS first, and then try to imagine what would create seamless flow in the service. Too many breaks in the musical worship isn't generally a good thing, but sometimes is necessary.

Keeping in mind the theme and direction, start selecting songs that fit in with this.

If you feel led towards a specific song or lyric, take that song out and put it on the possible pile. Once you've selected all of these, pray again and ask God to lead you towards the songs that will best facilitate what He intends to do in Worship, ask the Spirit to guide

you. Now go through again, looking at lyrics and also finding a good balance between Celebration and Praise and more Worshipful songs. RE-MEMBER: We're taking people on a journey, try to keep that in mind!

Once you have sifted through the songs, try to ascertain which are Celebration and Praise and which are more Worshipful, this is not necessarily fast and slow songs. Look at the lyrics and the music and see where the song is taking God's people and what it is saying about Him and about them.

Now try to fit them into your OOS, ascertaining what would work well for worship. Some simple tips are starting with a song which lyrically and musically calls people to worship, something which brings them to a place where they remember why they are here.

Keeping in mind that we're taking people on a journey, one way is to start with Celebration and Praise, coming before God with all that we have and all that we are, our voices, our hands, and then slowly coming to a place where our hearts are fully surrendered to Him in Worship as we are drawn into that intimate place where we have surrendered to God enough to allow Him to work in our hearts and our minds through the word He wants to share with us.

TIP: A good thing to do is to **prepare a song before the sermon** which can prepare people for God's message and which can emphasise the theme, if we have a people totally surrendered to God as they sing Heart of Worship, and the sermon then speaks about the importance of worshiping in truth and not just singing songs to Him, something powerful happens. Similarly, **the song after the sermon should be a response** to the sermon, this can either be a victorious statement in answer to what God

has done in their hearts. It can be a song of commitment whereby they can come before the Lord and say that they will go live out what they have just heard. Or perhaps it is simply a love song whereby they can come before the Lord and thank Him for the message which has just changed their lives. Using the Heart of Worship example, I might select Everyday after the sermon as a way for the people to respond to God and say that Everyday, they will live for Him, and for no one else.

TIP: Try to **group songs** of the same type, according to their key or their lyrics, this will make it more possible to create flow within your service.

And remember, if you know why you've selected the songs you have, then you can share that with the congregation if the Spirit leads you to.

Now that you've selected the songs and placed them in your OOS, try to work through your OOS and **envision it as if it were happening**. Sometimes you realise that there are too many breaks in the flow. Perhaps you realise you've left something out, but try to create a flow in your worship set that will give the congregation the opportunity to find intimacy with God.

Ensure that you have assigned every part of Worship to someone so that there is no confusion in the service and make sure that you have prepped them before hand if they are meant to do something on the OOS.

Make sure that you have thought about your prayers. Generally every "good" service should contain prayers of Welcoming, Adoration,

Confession, Thanksgiving, Supplication and Prayers for the Offering. Think about who will pray these and what God is doing in the hearts of the congregation.

Now that you've worked through all of this, if some scripture has spoken to you during the course of selecting your set, keep it, and maybe share it at the start of the service as a **Call To Worship**, something which calls God's people out of who they are and into His presence. This could also be a song.

Tips for the Road:

Create Flow

Is the Set Fresh?

What is God saying to your congregation or Youth Group at the moment?

Have you made the focus in every part of the service God?

Will people leave the service having been given the opportunity to encounter Him to the fullest?

Be flexible – the Service Leader has the last say, be prepared to let go of some of what you have prepared, and be prepared to not necessarily do all of the songs that have been practised.

What songs to bring in (Keys and Difficulty – Where is your congregation at?).

Writing songs?

Being aware of your congregation!

It's not about YOUR Fame or what makes you happy, or even about which songs you like and don't like, it's all about what would best point people towards God.

Example OOS

EVERYDAY

Welcome & Greet One Another
Notices

Marc
Hugo

Opening Prayer – Welcoming the Spirit

David

MY REDEEMER LIVES

HOSANNA

Offertory – BREATHE

Offertory Prayers

Jen

HOLIDAY CLUB LEADER DEDICATION

INDESCRIBABLE

Prayer of Adoration, Confession, Thanksgiving & Supplication {INSTRUMENTAL}

Taiki

HOW GREAT IS OUR GOD

LIFESONG

Sermon

Paul

Prayer

Paul

KING

Benediction

Taiki

And now may the grace of our Lord Jesus Christ, the love of God and the fellowship of the Holy Spirit be with us all, now and forevermore. Amen

COFFEE & TEA!!!!

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