



**Suburban  
Christian Church  
Worship  
Handbook**

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## **Mission Statement:**

“Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord. And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.” *Colossians 3:16,17 NKJ*

## **Word from Worship Leader:**

I want to start out by saying that I appreciate every one of you who has been a part of the worship ministry. You have all played a very important role in the Family of God and in our worship ministry. God bless you for all you've done.

We're now providing this Handbook so that all of you will have an idea of what our focus is this next year, what our commitments are, and what other expectations we have. Please keep this handbook for future use. Thank you once again. It is a privilege to be your worship minister.

Steven Bjork

## **Practice Schedules:**

This new practice schedule is in effect the first week in October.

We expect all of the worship team to be at these practices. Our practices are a lot more effective when the whole team is attending.

Please be on time and ready for practices at the times given below.

### **What to do if you are going to miss a practice:**

- Must call Steven Bjork at 541-753-2802 if you'll be unable to attend the Tuesday night practice.
- Consistent Tuesday night absences, without calling ahead, will result in not being scheduled for worship team.

### **Tuesday Night Practices:**

8:15 service worship                      5:45pm-6:30pm

Vocal practice                              6:30pm-8:00pm

(Solely a Vocal practice; although if you're an instrumentalist for Sunday morning and you can't be to our Sat. night practice, you must attend the Tuesday night practice.)

### **Saturday Night Practices:**

Worship Team run through              5:30pm-6:30pm

Prayer time                                  6:40pm-6:50pm

### **Sunday Morning Practice:**

8:15 service Team                          7:45am-8:10am

## **Worship Commitments:**

As a member of the worship ministry at Suburban Christian Church, I commit myself to the following values and guidelines.

- I am committed to this particular church body, its mission, and its leaders and to the worship values we hold dear in our community.
- I commit myself to spiritual growth and maturity. As a follower of Christ, I am determined to run the race set before me and to pursue the Son of God with passion and devotion.
- I am committed to musical growth. This means I intend to develop my vocal and/or instrumental talents through individual and team practice. I am open to attending seminars/workshops in order to learn and enhance my abilities.
- I am committed to coming prepared for all practices when I am scheduled for that particular week. I will communicate with the worship leader if for some reason I am unable to attend and will replace myself if needed, giving as much notice to the worship leader as possible.
- I will do my best to come to services spiritually prepared in order to be effective in leading others in worship. This includes praying for the services, praying for the worship leader and other team members and asking God to prepare my heart for ministry.
- I commit myself to valuing every member on the team. I desire to serve in humility making every effort to keep the unity of the Spirit by looking out for the best interest and well being of others on the team. I will seek to resolve conflicts with other team members so as to prevent the enemy from getting a foothold.
- I will serve “behind the scenes” whenever able (set up, making copies, etc...). I will look for opportunities to support members of the team who are scheduled even when I am not scheduled that particular week.
- I will welcome and help mentor new team members.

### **Clad yourself with Christ:**

Our clothes do contribute to the emphasis we place on worship to God. This does not mean we have to wear fine and expensive clothes. But the way we dress should be in keeping with the dignity of the occasion.

*"So whether you eat or drink or whatever you do, do it all for the glory of God."*

--1st Corinthians 10:31

Keeping in line with our core values as the worship ministry and setting an example as leaders of the church, the following guidelines for attire on stage are requested:

- Clothing should be modest and not draw attention to yourself. (Please no exposed waists)
- Dress shirts/ blouses and dress or Khaki slacks/skirts are encouraged. Solid T-shirts are acceptable. No slogans or wording on shirts please.
- Shorts are acceptable on Saturday night at knee length.
- Non-torn or non-distressed denim jeans/skirts are acceptable.

*You are an important member of the worship team. We want to encourage you to dress your best, but we also want to make your experience in the worship ministry enjoyable and allow personal freedom of expression. We want to keep in mind our freedom needs to avoid being a distraction for others and turn our attention to God. God deserves our best in all we do!*

**Philippians 2:5 (NIV)**

**“Your attitude should be the same as that of Christ Jesus”**

**Romans 12:2 (NIV)**

**“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is-his good, pleasing and perfect will.”**

**Colossians 3:16 (NIV)**

**“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God.”**

As we worship and lead others in song it is our responsibility to make sure we are “right” in our attitude. An attitude of Christ is something we should all strive for. ... But how can we “be right” if we don’t quite know how?

It should start with our personal worship. We have to personally “be right” before we can lead others in the presence of the Lord.

As we personally worship Him in song, we should first reflect on the word. In Colossians it says to “let the word of Christ dwell in you richly in all wisdom.” To have this wisdom, we need to be in the word, studying it daily. We need to have devotion for the Bible. Our devotions are a way of showing selfless affection and dedication to God. We need selfless affection and dedication to our daily Bible reading/study. God speaks through His word to us. Why would there be a Bible if no one was supposed to read it. God gave it to us to help us. But He can’t help if we don’t put forth the effort.

The more and more we read the Bible the more passion we are going to have to keep reading it. God fills our hearts with desire for more of His wisdom the more we read. It’s like the saying goes, “Once you pop, the fun don’t stop!”

So let’s say we all have the word of Christ *richly* dwelling in us. So the next step is to teach and admonish one another. Proverbs 27:17 says. “As iron sharpens iron, a friend sharpens a friend.” The more we study the Bible together, the more we will bond together as a family. A chord of three strands is not easily broken! So let’s teach and admonish one another in psalms and hymns and spiritual songs like Colossians says.

The last but most important part is “singing with grace in your hearts to the Lord.” Probably the hardest part of this section is “TO THE LORD.” People these days don’t do things for the Lord. We’ll do things for ourselves or for others before we truly worship Him. For example, we will go to church to see friends. The first thing we think about when we wake up in the morning on Sunday is, “What am I going to wear?” What about a heart of worship? We should be focused on the Lord every moment of every day. When we’re worshipping in front of our congregation we should be worshipping to an “audience of one.” It’s so easy to get caught up in the “sound of worship.” It’s also easy to get caught up in how we look and act outwardly during worship. But guess what! Jesus could care less! He doesn’t care about your stage presence, and what others think of you on stage. He cares that you’re singing with “grace in your hearts to Him.” Set your earthly worries aside and worship the Lord who loves you, and created you, He knit you together in your mother’s womb. It’s not about what “they” think, it’s about worshipping God! If you are seeking Christ in worship to Him, then your worship will automatically be a positive reflection of God’s Love to the rest of the body.

You’ll see that through these three easy things the Lord asks from us, that our worship will be like angels. Read the word, spur each other on, and sing with grace in your hearts to the Lord!

## **Picking up the Music:**

- **First Step** is that you need a username and password. Contact Steven at [ssbjork@suburbanchurch.com](mailto:ssbjork@suburbanchurch.com) in order to receive the info.
- **Second Step** go to [www.scc-worship.com](http://www.scc-worship.com) and select weekend services in the Calendar menu.
- **Third Step** Select the Tech Flow for whatever week you need. Print it.
- **Fourth Step** Select Download chords, and then print any song you need for the weekend you're leading worship.

## **Practices:**

- Be **ready** to start practice on time.

## **During the service:**

### **When to get on stage:**

- I expect all of the worship team to be on stage 2 minutes before we start.
- It's very important that we start on time.
- It's distracting when the worship team is arriving on stage during a song.
- Sometimes Steven will be on stage earlier. Don't worry about being on stage when you see him there. Always remember 2 minutes before service.
- Last person to walk through the stage doors will need to close the doors.

### **Exiting the stage:**

- Please exit quietly down the side of the stage. Please don't leave down the center.
- Unless there is a special choir or worship team song, expect to exit stage before the communion meditation.
- Last person to walk through the stage doors will need to close the doors.

### **During the Sermon:**

- One of our requirements is that you attend at least one full service.
- Be sure to be in the foyer ready to enter the auditorium approximately 30 minutes after you have exited the stage.
- During the services, you're not attending, we request that you join us in the prayer room to intercede for the service.

### **When to approach the stage after sermon:**

- Because it is important for people to reflect during prayer, we ask that you not approach the stage until the prayer is finished.
- Sometimes, but only sometimes, you'll hear the preacher ask the worship team to come up before the prayer. Be ready for that, but don't expect it.

# Front of House Ministry

## Introduction:

Front of House ministry consists of all our technical areas of ministry from sound, to lights, to media. Our goal is to get all volunteers in the front of house to get cross trained.

## Sound:

### **-Practice times:**

We really need our sound technician to be at Saturday night, 5:00pm, practice if they are scheduled for Saturday night or Sunday. I understand that some schedules cause conflict so; if you can't make it to our Tuesday night practice, please let Steven know.

### **-Beginning Sound Check:**

**We need to start our practices with a sound check so please be here on time.**

Sound checks should go in the following order:

1. Use minimal sound out of aux. 3 for vocalists.
2. Sound check mains
3. Instrument sound check.
4. Vocal sound check.
5. Turn up the Mains to where the decibels on the reader are approx. 88-90.
6. Tell the band to play one song
7. Then ask singers if they need any more out of the monitors.

### **-Levels:**

The following levels are what we desire on any given weekend. Please follow these levels.

1. Lead vocalist needs to be heard clearly no matter how loud the music is.
2. Other vocalists should be blended well with the rest of the mix. It is important that everything is heard. Having the Aviom system will make this easier. (Vocalists should be heard but not overbearing)
3. The lead instrument (piano or Guitar) needs to be the most dominant instrument.
4. Rhythm section (drums, bass, piano, and keyboard)
5. Fill in (guitars and elec. Guitar)

### **-Make a note**

1. Of all the levels you made. Keep consistency.
2. You may have to make some changes when worship starts.

### **-Turning on System:**

Follow this order please:

1. Turn on Sound board and all wireless units
2. Plug in the Aviom system device by sound board
3. Turn on amps below tables and the (EQ and Reverb)
4. Turn all amps on in the front. Including the "KOSMOS"
5. Turn on the Aviom in the back by switching the power strip on.

### **-Turning system off**

Follow this order please:

1. Turn all amps off in the front. Including the “KOSMOS”
2. Turn off amps below tables and the (EQ and Reverb)
3. Make sure all aviom devices are off.
4. Turn off Sound board and all wireless units

### **-ProTools Recording.**

We need to record the sermon at least once per weekend. If you record on Sat. night please make a note for Sunday morning. Start recording as soon as you see Steve walking up to the stage.

Here is how to record:

1. Select Pro Tools Icon
2. Open Sermon file
3. If it says any error message just click ignore or skip.
4. Make sure the blue cable is plugged into the direct on the sound board for whoever is being recorded.
5. Click the R button next to the track. It will then turn red.
6. Select the record (round red) button on top of screen.
7. Select the play (arrow pointing right) button on top of screen in order to start the recording.
8. Select the stop(square) button to stop it.
9. Save as the date of the sermon.
10. Close out and you're done.

### **LIGHTS**

**We use 6 different channels as of now.**

#’s 1 and 5 are center stage for speaker and pulpit.

#’s 2 and 3 are shining on stage right. (piano and Steven)

#’s 6 and 7 are shining on stage left

We don’t use # 4

## **Using the Cross fader**

To make things easier on a Sunday morning we have what you call a cross-fader. The x and y channel.

X channel is set for how Steve Lee likes the lights to be when he is preaching.

Y channel is set for how the worship team wants the lights to be when we are singing.

If you push up both faders, you'll get the X channel.

If you pull them both down, you'll get the Y channel

## **How bright should they be?**

The master level fader should be at about 7 or 8.

## **Simple rules of the lights:**

**When Worship team is singing** - Y channel on

**When anyone is speaking at pulpit** - X channel on

## **MEDIA SHOUT**

### **Running Media Shout 3.0**

- After clicking on Media shout to run. Open the Service list needed.
- If it asks you whether you want to refresh any thing. Answer no or cancel.

### **Starting the Announcements:**

- Double click the first line of the announcements.

### **To go through lyrics:**

- Normally the lyrics will be pretty much in order.
- All you have to do is double click the words for them to appear.
- Sometimes Steven or another worship leader may decide to do a verse or chorus over again. However, each line tells you what part of the song it is, making it easy to get caught up if you miss the repeat.
- Sometimes a song will have special effects. We want these to show; so make sure you start the song from the title or else it will be a blank screen.

### **Following Steve's Sermon:**

- We now like to show the verses up on the screen as Steve is preaching.
- All the verses are in order to what he'll mention in the sermon.
- When he mentions the reference; just double click that verse.
- If you miss one, don't show the verse late, just skip it and wait for the next one.

# **ARISE CHOIR**

Our primary mission is to lead others in to the presence of God through song, and to set an example of a Lifestyle of Worship.

We have Joy, hope, and Grace through Jesus Christ so let's exclaim that and be an example to the rest of the body.

## **Ps 47:1-2**

*1 Clap your hands, all you nations; shout to God with cries of joy.*

*2 How awesome is the LORD Most High, the great King over all the earth!*

## **Ps 66:1-4**

*1 Shout with joy to God, all the earth!*

*2 Sing the glory of his name; make his praise glorious!*

*3 Say to God, "How awesome are your deeds! So great is your power that your enemies cringe before you.*

*4 All the earth bows down to you; they sing praise to you, they sing praise to your name."*

## **Practices for "Arise"**

We have a total of 3 practices per month for our choir.

2 Sunday practices; usually before the week we sing.

1 Tuesday Night practice at 6:30 and this is probably the most important practice.

I understand that some of you can't make it to both Sunday practices; but if you can at least make it to one Sunday and the Tuesday Night practice; you'll be able to sing that next weekend with us.

Please let Steven know if you aren't planning to be at one of practices, because he'd like to have an idea of who will be at practice.

**(Check out the Arise Schedule for the next 3 months at the end of the handbook)**

## **Clothing Attire:**

- "Arise" Shirt (if you don't have one the is cost \$20).
- Khaki Pants or long khaki skirt. (Please no short skirts)