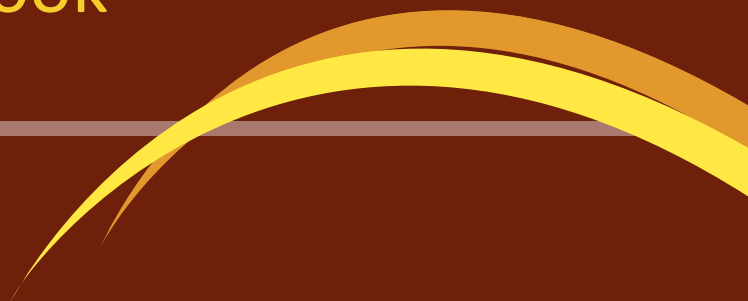


ETZ CHAYIM

Worship Team Handbook





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First and foremost...this document is designed to promote a healthy team environment and provide a structure for growth and accountability. As always, within the body of Messiah, we must walk in love, patience, and mercy. This document is not designed to chastise or rebuke...but rather hold each member accountable to the values, attributes, and processes critical to creating and maintaining a healthy worship team.

*“If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have **not love**, I am **nothing**. If I give all I possess to the poor and surrender my body to the flames, but have **not love**, I gain **nothing**. Love is patient, love is kind. It does not envy, it does not boast, it is not proud” –*
1 Corinthians 13:2-4

Vision & Mission Statement – This document defines the vision statement for the ETZ CHAYIM Worship Team

Core Values – This document lists the things we feel are important values for the individuals that participate on the Worship Team to have. These values not only apply to the Worship Team but should be the values by which each of us model and live our lives. These values support our mission statement.

Standards – This document details the standards for attendance, skills, dress code, events, etc. This document will grow and change as the Worship Team and congregation grows and changes. These standards are designed to promote a healthy team environment and provide a structure for growth and accountability.

Sound Team – It is the belief at ETZ CHAYIM that the sound team is as much a part of the Worship Team as the singers and musicians. Therefore, this document also applies to all who are a part of the sound reinforcement team.

Commitment – This document expresses commitments that we as members of the Worship Team agree to walk by. This will help each of us hold ourselves and others accountable for the attributes and core values. These statements become the promises we make to each other and the roadmap for walking in love and patience.

Vision Statement: The Vision of the ETZ CHAYIM Worship Team is 1st to lead the congregation into the Presence of HaShem and to a place of intimacy with Yeshua, 2nd to aid, through worship, the deepening of the congregations intimacy with Adonai, and 3rd to set an atmosphere, through our lives and actions, that honors the King of Kings, Yeshua HaMashiach!

Mission Statement: Our mission is to utilize the ministry of worship and the arts to more effectively and relevantly reach our community and develop believers through the local congregation, thus, fulfilling the biblical mandate to take the Good News to the whole world. (Matthew 28:19) Also, keeping in mind *Romans 1:16 "For I am not ashamed of the Good News: For it is the power of God unto salvation to everyone who believes; To the Jew first, and also to the gentiles."*

CORE VALUES

Integrity and Honesty

Integrity and honesty is committing to having your “yes” be yes, and your “No” be no. As Talmidim, we are to walk in the footsteps of Yeshua. As leaders, we are responsible to the individuals we lead to live our lives with conviction and without compromise. Often, integrity and honesty are best demonstrated, not in the extraordinary, but in the smallest decisions and gestures. You never know who is looking for the Messiah in you.

People who have integrity and honesty:

- Communicate in a direct and truthful manner
- Consistently earn the trust of others
- Maintain confidentiality of information
- Readily admit mistakes
- Do what they say they will do
- Speak the truth even when it's not popular
- Do not withhold information that may be valuable to others
- Value the integrity of the team over personal gain
- Share credit for achievement with those involved

Openness and Respect

Being open means listening to another's point of view, even if it runs counter to your own. Openness is the willingness to hear constructive criticism, knowing that the sooner you hear it, the faster the course can be corrected. Openness is remaining approachable and easy to talk to, no matter your level.

People who are respect others understand that how the job is accomplished is as important as the job itself. They understand that getting the best from worship team members is often accomplished by being open, approachable, constructive, and considerate.

People who are open and respectful:

- Foster candid discussions
- Share information appropriately and quickly
- Are easy to approach and talk to
- Encourage others to express their viewpoints, even when contrary to own
- Listen to understand another's point of view without interrupting
- Communicate critical feedback with respect
- Consider the experience and knowledge of others
- Do not disparage others
- Assume the best in others

Accountability

Accountability is about keeping your word and taking responsibility for the commitments you make. When you say you'll do something, you do it. Trust is built over time in just this way. Being accountable is not always easy. It takes vigilance. But it is the bar we always strive to clear.

People who are accountable:

- Do what they say they will do
- Take responsibility for results achieved by themselves and their team
- Exceed the expectations
- Develop practices and procedures to get things done the best, most efficient way
- Plan accordingly, based on anticipated problems and roadblocks
- Delegate when necessary and hold others responsible for their commitments
- Admit their mistakes and respond proactively to find a solution

Excellence

Excellence is at the core of what we do as a ministry. We want to present our best to HaShem and to the individuals we lead in worship. Because we know the physical can sometimes distract from the spiritual, we want things to look right, feel right and be right. It is not about the performance...but bringing our best before God.

People dedicated to excellence:

- Ask for and constructively use feedback about strengths and weaknesses
- Seek out feedback and are open to critical reviews of projects and ideas
- Seek opportunities for personal and professional growth
- View each experience as an opportunity for learning
- Provide direct, thoughtful feedback on strengths and weaknesses

ETZ CHAYIM Worship Team Attributes

Along with our core values, each Worship Team member should strive to demonstrate the following attributes.

Character - We want people who reflect integrity in their lifestyle and walk with Adonai. Our standard for morality and character development is as high as our standard for musical excellence. While we are all sinners saved by grace, we look for people with the following qualities:

- Moral Excellence
- Commitment to Tithing
- Servant Hearted
- Team Player
- Flexible & Adaptable
- Teachable
- Emotionally Stable
- Tolerant & Forbearing
- Humble
- Willing to be accountable to leadership

Consecration - Each person in the worship ministry must be a devoted follower of Yeshua and spiritually prepared to lead. We accept individuals into the worship ministry who have totally consecrated their giftings to the service of the Kingdom of God. Therefore, according to (Ps 1:1-6; Ps 26:4,5,8; Pro 6:27,28; 1Cor 15:3; 2Cor 6:14-18; 2Cor 7:1; 2Thess 3:6) we do not accept musicians or singers as a member of the Worship Team who currently perform in bars, clubs, or similar questionable venues. Members of the worship ministry must exemplify the following characteristics:

- Accepts Yeshua as Redeemer and Lord
- Exhibits a passion for the ministry of worship
- Spiritually mature & morally stable
- Active & current in devotional habits

Note: These preceding qualifications are not a set of regulations indicating that one should be perfect. Rather, these guidelines are the type of behaviors that this ministry should strive to model.

Chemistry - It takes teamwork to make the dream work. We believe in the team leadership approach to ministry. We believe that a successful team is one where each individual works together to flow in a single direction.

Calling - We want to build the ministry with people who believe God has called them to the Worship Arts Ministry.

Commitment - Before we accept individuals to serve on the Worship Team, the expectations and level of commitment needed is clearly communicated. When you accept the responsibility set forth by the worship ministry, you are accountable to God and the team for that commitment. A lack of commitment causes frustration within the team and leadership.

Consistency - With the abundance of weekly rehearsals, weekend services, and other special events, we want people who are faithful and able to effectively manage their schedules.

Sound Team

We believe that the sound team is an important part of the Worship Team. So it is important that who ever runs the sound system is held to the same standards as set forth in this document. They are held to the same calling and responsibilities as the worship group. For specific tasks that the sound technician will need to perform see page 7.

ETZ CHAYIM Worship Team Covenant

We are committed to each other. Our attitude will be to put the team first before our selfish desires. (Romans 12:10)

We will pray for one another on a regular basis. (Colossians 1:9-12)

We will spend quality personal time with God on a regular basis. (Matthew 6:6)

We will develop our spiritual gifts and natural talents to the best of our ability. (2 Peter 3:18)

We will participate in group fellowships and training events offered by the worship ministry. (Heb 10:25)

We will communicate, in love, our disagreements directly to the parties involved and choose to forgive one another as Messiah has forgiven us. (Matt 18:15-20)

We will reconcile all offenses and seek to resolve our differences before taking the platform to lead worship. It is better to be reconciled than to be right. (Matt 5:23,24)

We are sensitive to the presence of the Holy Spirit among us. Therefore we will not grieve Him with bad attitudes. (Ephesians 4:30-32)

We will not tolerate any unwholesome talk among us. We will strive to use words that glorify God and build up one another. (Ephesians 4:29;5:3-12; Colossians 3:5-8; 2 Timothy 2:16-22)

We are devoted in our mission to worship God and will passionately lead others to do the same. (Psalms 9:1)

We will fulfill our ministry responsibilities joyfully without grumbling or complaining. (Psalms 100:2 KJV; Philippians 2:14)

We are dedicated to love and serve one another as God has commanded us. (John 13:34)

Attendance Standard

The worship ministry places high value in rehearsal attendance. In order for the team to succeed and perform at optimum level, rehearsal attendance is a priority. Without regular attendance the team suffers. While it is expected that members may pursue other passions outside ETZ CHAYIM, it is also expected that members demonstrate a high sense of value in the area of rehearsal and event attendance.

Absences should be communicated in advance to the Worship Team Leader.

Attendance includes practicing for, and participating in, the event(s) on the scheduled day(s) and for the scheduled duration. The duration of these events is important. As is often the case, the worship team is expected to be on stage at the beginning of the event. Sound team and group should be in place for sound check 60 minutes before scheduled event start time.

Members must be present for weekly rehearsals in order to participate in the Shabbat service. The worship leader reserves the right to wave this policy under certain circumstances. However, special considerations for excused absences should be made in advance.

As with any skill, practice is essential. Worship Team members are expected to spend the necessary time outside of the formal practice sessions to ensure they are prepared and able to give their best during formal practice and events.

Scheduled Events

- Shabbat Rehearsal - Vocal Tuesdays– 7:00 pm to 8:30pm
- Shabbat sound-check group – 10:15 am – 10:35 am
- Shabbat worship services - 11:00am to 1pm
- Special services and rehearsals as scheduled

Compliance

As with all standards, there is often the need for an element of enforcement in order to ensure compliance. It is critical that each of the Worship Team members walk in grace and love in everything they do and say. It will be in love that these standards are communicated and in grace that they are applied.

First, it is important to identify that each member of the Worship Team has read and agreed to the Vision Statement, Core Values, Attributes, Covenants, and standards. As such, the primary enforcement of these standards is the responsibility of the individual and should seldom require additional encouragement from the other team members or leadership.

However, as we are all subject to mistake and oversight, the following process will be utilized when encouragement or enforcement is required. If an individual is found to be out of compliance with the standards described in the Worship Team Handbook, the Worship Team Leader will identify the oversight to the individual, attempt to understand the reason for the oversight, and encourage future compliance. If a Worship Team Member is unable or unwilling to comply with the standards described in the Worship Team Handbook, the Worship Team Leader will meet with the individual to gain understanding and further discuss the issue. If unable to resolve the issue, the Worship Team Leader may request that the individual not participate in the worship team activities for a specific length of time or until the conflict can be resolved. In situations where encouragement does not produce compliance, the Worship Team Leader may request that the individual take an extended break from the Worship Team activities in order to evaluate that person's continued participation.

Worship Team Audition Process

General

While desire is a valuable characteristic for leading worship, it takes a high level of competency to influence the decisions and direction of individuals and congregations. To maintain top quality excellence, we accept into membership those who possess competence that reflects experience and maturity in musical abilities and continued spiritual growth. The following is required.

- Talent - A marked innate ability.
- Skill – Proficiency or dexterity that is acquired or developed through training or experience
- Passion - Boundless enthusiasm to grow talent and skill
- A Heart of Worship – **John 4:23 But an hour is coming—it is here now—when the true worshipers will worship the Father in spirit and truth, for the Father is seeking such people as His worshipers.**

Vocalists

- Proficient in vocal technique
- Must be able to harmonize and hold vocal part
- Strong solo potential
- Good ensemble technique
- Confident stage presence
- Musically versatile

Band

- Proficient with applicable instrument(s)
- Solid tempo
- Good ensemble technique
- Musically versatile

Process

The audition will be held in front of Worship Team at scheduled practice time. Then the team will meet and discuss the audition. A decision will be made and communicated to applicant by the following week.

Worship Team Commitment

As a member of the ETZ CHAYIM Worship Team, I commit to adhere to the Core standards as described in the Worship Team Handbook. Excluding events beyond my control, I commit to participate for 12 months and be a part of the breakdown of sound equipment following services. I will faithfully execute my responsibilities as detailed in the Worship Team Handbook. I commit to walk in grace and love, holding myself accountable to the covenants described, while encouraging and assisting other to do the same.

Sound team members:

The person who runs the sound board shall be in place 60 minutes prior to service times for sound check. He or she will be responsible for recording the service and making “on the fly” adjustments necessary to ensure an enjoyable service atmosphere. He will be responsible for playing of tracks for Torah Procession and offerings. He will also be responsible for being part of breakdown of equipment after services.

Name (please print): _____

Signed: _____

Date: _____