

WORSHIP & MUSIC MINISTRY (ENGLISH)

PART I

A. Mission Statement:

To inspire hearts towards true spiritual worship in private and corporately, and to offer the highest level of reverence, proficiency and skill in the service of worship

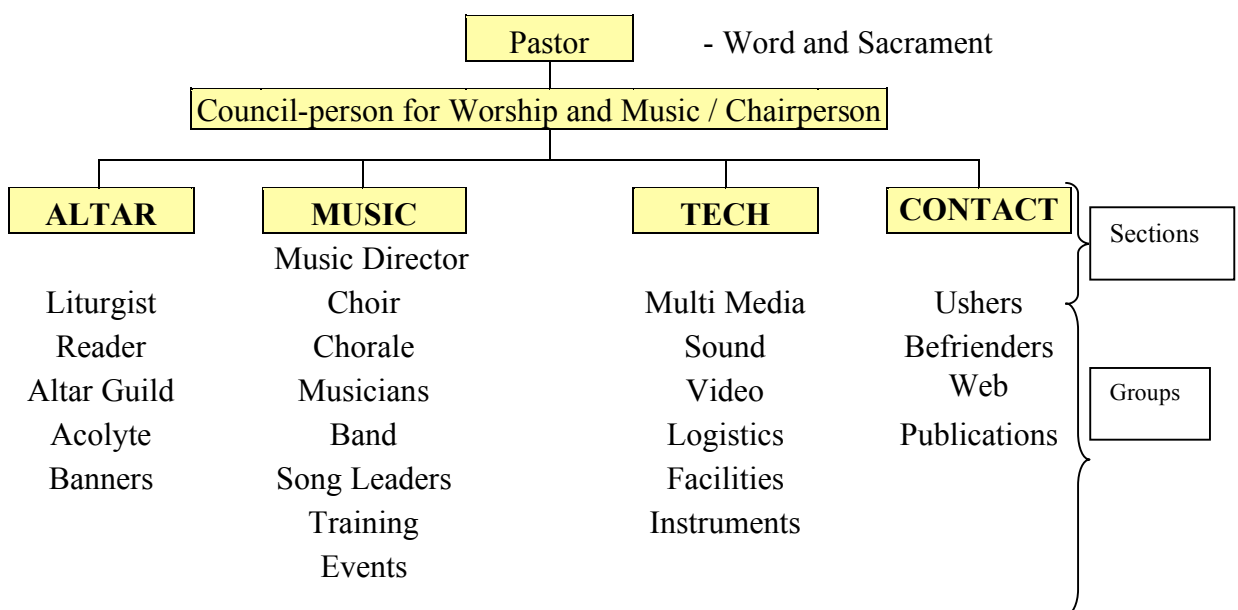
B. Vision:

To uphold Christ centered worship through the Word and Sacrament, drawing worshippers into an encounter with God in reverence and order.

PART II - THE STRUCTURE

A. The Committee Structure

The General Structure for present & future Committees would likely be as follows. However, as the Ministry expands, we also hope to expand the structure and recruit more members :



Each group (e.g. Choir, Reader) may be represented by a group or section leader in the Committee.

III. CRITERIA AND SERVICE STANDARD FOR WORSHIP PERSONNEL MEMBERS

A. Criteria

1. Must be a **baptized member** of Queenstown Lutheran Church. The Pastor will evaluate and make decision to allow the service from any non-baptized member or baptized member of another church.
2. Must be a regular worshipper.
3. Have a spirit of reverence to serve God and a spirit of humility to serve others.
4. Willing to serve the full term (from month of February in the current year to January in the following year.)
5. Must attend training when organized.
6. Reports to the Section/Group Representatives and Chairman and take instructions from them.
7. Must abide by “The Service Standard” of the Worship and Music Ministry. This is given to new members on their induction. (see below).

B . Service Standard

The following are the minimum service standards required for ALL members of the Worship and Music Ministry when they are on duty. It shall be given and explained to each new member on their day of induction by the Chairman.

English Worship Ministry
Queenstown Lutheran Church
For Service Personnel

First of all, we acknowledge that our service is for the **Almighty God**, therefore we should give our best service for Him.

We, when on duty, will **complete the preparation** for our particular area of service by **8.45 a.m.** and gather to commit ourselves to the Lord in **prayer together**.

We will **dress appropriately** and be well groomed.

Men : Collared Shirts, Long pants and shoes with socks.

Ladies : Smart casual

Note : No shorts, sandals, slippers, bermudas, bare-backs, mini skirts or anything too revealing or in-appropriate.

Remember we too are worshipping God during our service and should at all times **avoid unnecessary talk** and remain **attentive** always.

Be well versed in the order of worship.

It is the individual's responsibility to arrange for a replacement if we cannot be available to serve.

Being parts of the Body of Christ with different functions, we strive to **cooperate** with and **support** each service groups.

Our service term is for a minimum of **one year**.

Service personnel include:

Liturgists
Pianists/Musicians/Band members
Choir/Chorale/Song leaders
Altar Guilds
Acolytes
Readers
Ushers
Sound Crew
Video Crew
Multi-Media Crew

Prepared by Moses Lim
Revised by Solomon Lee
Worship Ministry (English)
Rev. Aug 08

PART IV – ROLES AND RESPONSIBILITIES

A. Council Person in-charge / Chairman

1. Duration of service - minimum 3 years and limited to 1 more extension for another 3 years due to the church's constitution.
2. Lives a worshipful life.

3. Heads the Worship and Music Ministry.
4. Reports to Pastor and the Council.
5. Respects the final decision of the Pastor and the Church Council.
6. Leads, supervises and co-ordinates with Ministry/Committee members.
7. Initiates and heads quarterly Ministry/Committee Meetings
8. Draws up policies and budget.
9. Approves expenses claims.
10. Deals wisely and gives clear instruction to Committee members for action.
11. Attends the Church and English Ministry Council Meetings.
12. Explains “The Service Standard” to new members.
13. Manages the hardware and properties used for the worship service.

B. Section / Group Representative

1. In the tenure of service, the appointed Section / Group Representative acts as a leader to the section/group members and to lead, supervise and communicate with the group.
2. Must attend the Worship Ministry Committee Meetings.
3. Reports to the Council Person in-charge/Chairman.

C. Liturgist

Below are the training materials, with listing of the specific roles:

QUEENSTOWN LUTHERAN CHURCH BRIEFING FOR LITURGISTS

1. Roles of Liturgist from Biblical Background.

There is no direct equivalent of the Liturgist’s role as we know it today in the Bible. However, the Liturgist’s role is modeled after the role and duties of the Levites in the Old Testament worship, centered on the Tabernacle and the Temple. The Levites were a tribe of Israel set apart by God specially for service in the Tabernacle, as assistants to the Priests. Under King David, we see the expansion of their roles to be key persons in the Liturgy of worship in the Temple. Key references to the Levites include the following passages:

- a. Numbers 3-4
- b. Numbers 8:5-26
- c. Numbers 18
- d. 1 Chronicles 6:31-49
- e. 1 Chronicles 9:28-34
- f. 1 Chronicles 15:16-24
- g. 1 Chronicles 16:37-42
- h. 1 Chronicles 23:1-6; 24-32
- i. Nehemiah 8:7-11
- j. Nehemiah 12:27-30

2. Some observations of the Levites' duties

The Levites' duties were wide ranging, and in general included the following:

- a. They were assistants to the Priests.
- b. They served in a full-time capacity.
- c. They tended to the general duties of the Tabernacle and Temple such as the physical set-up, preparations for the Worship and sacrifices, care and maintenance of the altar, the furnishings and the general premises, and so forth.
- d. They led in prayer, praise, thanksgiving, reading and music for Worship.
- e. They assisted the priests in some works of purification.

3. Roles for Liturgists today

Clearly, the chief role of the Liturgist today is to assist the Priest/Pastor in the leading of the Divine Worship Service, and other Services of the church. In this role, the functions include:

- a. Assisting the Pastor in the conduct of the Liturgy.
- b. Assisting the Pastor to oversee the other duties involved in Service – eg. the Readers, the Ushers, the Organists, the P.A. Crew, the Altar Guild, etc.
- c. Being ready to stand-in for some roles in unforeseen circumstances.
- d. Leading the Service in the absence of the Pastor.
- e. Seeing to the physical readiness of the Sanctuary or other designated places for Worship.

4. Personal Preparation for Liturgist

The Liturgist, like the Levite, is called to “cleanse” oneself for service, through the confession of sins and a consecrated life, that we may lead the Service with great joy and holiness. Some of these additional pointers for personal preparation are recommended:

- a. Have an understanding of the Liturgy.
- b. Spend time in prayer before leading, and read through the Scripture Lessons.
- c. Rehearse your parts, especially the chanting, if necessary. Lead with confidence and joy.
- d. Arrive 20 minutes early, to pray, robe up, confirm that other involved personnel are present.
- e. Be appropriately dressed, even though you will be wearing the robe.
- f. Check your duty schedule a week ahead of time.

D. Choirs/Chorale/Song Leaders

Main Roles

1. To lead the congregation to worship God in songs.
2. To declare the works, attributes and glory of God in songs.
3. To edify one another with psalms, hymns and spiritual songs.

Specific Roles

1. The choirs will lead the congregation in songs during the last Sundays of the month and during Holy Communion on appointed Sundays of the month.
2. The Chorale will present more difficult songs or programs in songs for special events, e.g. Good Friday, Easter, Reformation and Christmas etc. and may also lead in songs on one of the Sundays of the month.
3. To submit new songs to Pastor to be vetted for sound Theology.
4. To submit power-point slides to the multi-Media IC 4 days in advance for consolidation into the overall service pack.
5. Must be guided by the criteria mentioned below in choosing songs.

E. Pianists / Musicians

Main Roles

1. To provide piano and liturgical music in worship.
2. To be familiar with the order of worship and provide music cues where specified.
3. To practice all the selected songs for worship before each Sunday.
4. To prepare and present prelude, postlude and music during offering and holy communion.
5. To support the choirs by rehearsing with them and providing music accompaniment during worship.

Criteria for Songs Selection

By – Pastor Soh Guan Kheng

Greetings! Here are pointers which I am proposing as the safeguard-criteria for our selection of songs. These pointers are not intended to be inhibitive, but as a **safeguard against poor theology** in the songs that we use. With these, **we can either decide not to use certain songs, amend certain words or phrases that we may not agree with or provide appropriate narratives before or after the songs.**

My opinion, which is not a particularly well inform one, is that most songs are alright. Please take a look at these pointers. I hope that you will find them fair and useful, and I am open to comments.

Theological Safeguard Criteria of Texts of Songs

- a. Should emphasize or honor the grace of God, God's Word., or simply God himself, as the motivation for praise, devotion and service and Christian life.
- b. Should clearly mention or allude to Christ, or to our God, as the object of worship. For example, the song "When a Child is Born" does not clearly allude to Christ, and should be amended to do so if it is to be used in church.
- c. Should not make God's glory/enthronement/victory dependent on our actions. For example, "Jesus We Enthroned You" seems to make God's enthronement dependent of our praise, but our Choir has since amended some of the text for use in church. Another example is a song entitled "The Victor's Crown". This is an excellent song praising God's victory over sin and death, but it has a line that goes "And we your church enforce your victory in the world." God's victory is in Christ, and not dependent on our enforcement. The word "enforce" could be changed to "proclaim", and it will be a clear allusion to the Great Commission.
- d. Should not regard God too lightly or irreverently, in too "pally" a manner.
- e. Should not misquote or misuse Scripture, or use it out of context.
- f. Should not portray God or the Christian faith as being very self-centered, or as mainly a means of gaining blessings. For example, there are songs which give the 'the more you pray the more you get' idea. I cannot recall the title or lines, but I know I have been in meetings where such songs have been sung.
- g. Should not make salvation seem dependent on anything but Christ. For example, the Christmas Carol "Mary's Boy Child" repeats the line "And men will live forevermore because of Christmas Day". Man can live \forevermore because of Christ, not Christmas Day. So if it is to be sung, an explanation should precede or follow the song.
- h. Thank you for your attention and assistance on this.

Below are the guidelines for songs selection for Holy Communion :

(below were decided during worship committee meeting Jul 04)

The songs selected by during Holy communion should be of :

- a. Tone : One that provide a mood of quiet joy, gratitude and meditative, ie. no loud, bright or jarring music.

- b. Text : Points us to Christ and His works and/or helps us to contemplate the significance of Holy Communion.

F. Altar Guild

Below are the training materials, with listing of the specific roles:

QUEENSTOWN LUTHERAN CHURCH ALTAR GUILD BRIEFING

Concept

1. The Altar Guild tends to the setting, upkeep and beauty of the Altar.
2. The Altar Guild, in their sacred service, works to enhance the Divine Worship Service in the ensuring of an Altar and Holy Place that clearly expresses our proclamation of God's Word and celebration of the Sacraments, and our love and reverence for God.
3. The Altar and the Cross are the point of focus in the Sanctuary. These remind us of the sacrifice of Christ for us, the presence of the Lord with us, and the place where we present our offering to God.

Specific Roles

1. Weekly setting of the bread and wine with all the proper vessels.
2. Weekly clearing and cleaning of Communion vessels and Altar after use.
3. Maintaining the stock of bread and wine, communion cups, and all communion needs. Report to church administrator to replenish stocks.
4. Maintaining the cleanliness and proper condition of the Communion vessels, Altar appointments and Chancel furnishing (eg. the Cross, the candle stand, the missal stand, the Pulpit, the Communion wares cabinet, the Vestry cabinet).*
5. Change of Altar linen and paraments according to the season of the Church Year.*
6. Set up and cleaning of Altar and Communion for special Services (eg. Maundy Thursday).
7. Altar should be ready 15 minutes before the Service commences.
8. Arranging to wash and press the Altar linen and paraments etc.*

* Assistance may be sought from other parties, eg. Caretaker, Banner ministry, families of acolytes, etc.

G. Acolyte

Below are the training materials, with listing of the specific roles:

QUEENSTOWN LUTHERAN CHURCH ACOLYTE TRAINING

Revision : 2 Aug 04

1. Q: Why do we use candles in the church?
A: The candles were the only light in the tabernacle, which symbolized the **dwelling of God with His people**. The candles symbolize the **presence of God** (Exodus 27:20-21; Leviticus 24:1-4). They also symbolize that **Jesus is the light of the world**, and that we are to reflect His light to the world (Matt. 5:14-16; John 8:12). The left candle (nearer the Pulpit) is called the **“Christ candle”**, reminding us that Jesus Christ is the light of the world. This candle is lit first, and extinguished last. The right candle is called the **“Apostle/Gospel candle”**, reminding us that like the Apostles, we are to represent Jesus as lights to the world by sharing the Gospel.

2. Q: Why do we ask people to serve as Acolytes?
A: The term “Acolyte” means **“attendant.”** In the early church, these attendants often carried letters and gifts on behalf of church leaders. Later, they took on the duty of being candlebearers in worship services. We also notice that it was one of the duties of the Levites in the tabernacle, to attend to the candles, and keep them burning. Today we ask Acolytes to attend to the duty of lighting the candles in God’s house (the church). It is also a good way to involve the children in the worship service.

3. Q: How do I light the candle before Service?
A: You light the candles using the candlelighter.
 - Make sure there is enough waxed candlewick in the candlelighter in the Vestry.
 - Push out about **2 cm** of wick from the tip of the candlelighter, and use a match or a lighter to light the wick.
 - Make sure that you ask your **mom or dad to help you**.
 - Walk out slowly from the Vestry, and try to keep the flame from being blown out by the air-con. If it is blown out, quickly ask your mom or dad to help you light it up again. Be sure not to touch the flame.
 - When you reach the foot of the Altar, at the door of the Altar rail, stand facing the Altar, with your back facing the pews.
 - Bow your head, and quietly say a little prayer like this: **“Dear God, let your light shine in the Service, and in our lives each day. In Jesus’ name I pray. Amen.”**
 - Step up to the Altar, and light the candle nearer the Pulpit first (the candle to your left). Then pull the candlelighter back towards you first, before continuing to light the candle to your right. This should be in one smooth motion.
 - After lighting both candles, bow your heads in honour of God, and then step backwards down the Altar steps. Keep your eyes open, and head bowed, so that you can see the steps, and not trip and fall.
 - Then walk slowly back to the Vestry, and place the candlelighter there.

4. Q: What do I wear?

QUEENSTOWN LUTHERAN CHURCH
The Worship and Music Ministry Handbook
Version 002_August 2008

A: Wear the white Acolyte robe by looping it over your clothes. Wear **proper shoes, and not slippers or sandals**. You will also wear this robe when you extinguish the candles.

5. Q: What time do I light the candles?

A: Light the candles **just before 8.45 a.m.** and gather for prayer with Pastor. After that you may go for your Sunday School Children's Worship. So arrive in church by 8.30 a.m. to get ready.

6. Q: How do I extinguish the candles?

A: You extinguish the candles by using the candlelighter as well.

- Put on your robe and stand ready in the Narthex **just before** the closing hymn begins. Make sure that the candlelighter is in hand, and **the wick is extended to around 2 cm.**
- Begin walking up from the **Narthex** towards the Altar via the center aisle **once the congregation begins singing the closing hymn**. Please be sure that mom or dad is around to help with the timing.
- When you reach the Altar, bow your head once to honour the Lord, before stepping up to the Altar.
- Step up to the Altar and **extinguish the candle** to your **right first** with the 'bell' end of the candlelighter.
- Then **light up the candlelighter wick** with the flame from the candle on your left.
- Next, extinguish the candles on your left by covering the flame with the "bell" end of the candlelighter.
- After the candles are extinguished, bow your head to honour the Lord, and then step backwards down the Altar steps. Keep your head bowed, but eyes open to watch your steps.
- **Remain** in front of the Altar, and face the Altar. **Wait for the Pastor and the Liturgist** to join you in front of the Altar.
- **Process out down the aisle to the Parish Hall** together with the Pastor and Liturgist. The Acolyte goes first, but wait for the Pastor's cue before moving out. **Hold the candlelighter high, with the flame facing away from you.** *Note: This action symbolizes that we are to go out to be lights of the world as Jesus called us to be.*
- Extinguish the flame on the candlelighter **once you reach the back of the Parish Hall.**
- Then proceed back to the Vestry to replace the candlelighter and the robe into the wardrobe with a hanger. Do not leave the robe outside the wardrobe.

7. Q: What time do I come up to get ready to extinguish the candles?

A: Come up at **10.15 a.m.** Please ask mom or dad to remember to call you. They can also go down to call you earlier if the service is going to end earlier. Once they have received Holy Communion (or during the Prayers of the Church, if there is no Holy Communion), they can go down to the Sunday School to call you.

H. Bible Reader

Below are the training materials, with listing of the specific roles:

QUEENSTOWN LUTHERAN CHURCH BIBLE READER

Points to note from Nehemiah 8:1-9

1. **Understanding Role**
 - a. Note the primary place of the Word in the assembly for worship, and hence the importance of the reader.
 - b. Your role as a reader is to vocally convey/proclaim God's written word with clarity and understanding in the Divine Service. As such, good preparation is necessary.
 - c. The part of our Liturgy which includes the readings and the sermon is called the Service of the Word. It is a high point in our Liturgy and all that precedes it is a build up to the proclamation of the Word.

2. **Effectiveness**
 - a. The Word evokes a response from the people, they were convicted by it.
 - b. The portion of our Liturgy following the Service of the Word is regarded as the time of response to the Word, and it includes the Hymn of the Day, offering, Creed and prayers.

3. **Preparation**
 - a. Notice the ministers of the Word, and the central role they played in the communication of God's Word. It is reasonable to believe that they had to be well prepared for their work.
 - b. The first part of our Liturgy is called the Service of Preparation. It includes the confession of sins and the absolution. Following this is the beginning of the Service of the Word, which includes the entrance hymn, the greeting, the kyrie, the hymn of praise and the collect. All these build up and prepare people for receiving God's Word, to which the congregation will later respond. Note therefore the central place of the Word, and hence, those who present the Word. They have a solemn duty, and they should be well prepared and present themselves well.

4. **Suggested steps for preparation** (items in *italics* are audition criteria)
 - a. Prayer – for the church, and for yourself, that you may be the Lord's good instrument to convey His word clearly.

- b. Repeated readings – for familiarity, to check *pronunciations* and take note of any feedback from previous readings and from our Readers Feedback Listener.
 - c. Practice aloud – build up *confidence, clarity* and *voice projection*. Arrive 15 minutes early so you have time to run through the readings.
 - d. Study – it would be useful and a blessing to read the backgrounds, and gain some understanding of the passages you are reading. Easy to read commentaries such as The People’s Bible series (220.7) are available in our Library. You will be better able to *pace, intone* and *nuance* your reading. Let the Word bless you, then you may read with more understanding, and be a blessing to your hearers.
 - e. Be appropriately dressed – tie for men, and semi-formal for women. Check your schedules a week ahead of time. Call the Church Office on Thursday or Friday to confirm the texts and if necessary. Inform the Administrator or the Worship Chairperson by Wednesday if you are unable to read on the assigned date, and inform them of your replacement.
5. Together the above points may be remembered as the P-U-R-E factors:
- P**reparation
 - U**nderstanding
 - R**ole
 - E**ffectiveness

Updated on 31 January 2005

I. Ushers

Main Roles

1. To avail a conducive worship environment in the worship hall.
2. To extend warm welcome to worshippers.
3. To prepare the worship hall before and after worship service.

Reporting hierarchy:

Chief Usher < --- Usher IC < --- Usher

Specific Roles

Before Service

1. Be in church half an hour before service starts.
2. Chief Usher will ring the bell 7 times at 8.55 am.
3. IC is to man the walkie- talkie.
4. Greet and extend warm smiling welcome with hearty handshake, walking worshippers to their seat personally. As for guests, introduce our names, introduce them to a befriender.
5. Invite parents with baby to use our cry room, walking them to the room.
6. To switch on lightings and air conditional (at 25 degree C).
7. To arrange pews neatly.

8. To prepare Bulletin/Liturgy Booklets and Visitors' Packs
9. To switch on Halogen light for the front of the sanctuary..
10. Do not switch on R1,R2 and L1, L2 Uplights in the sanctuary.

During Worship

1. Late worshippers are allowed in only during the
 - a. opening hymns
 - b. before the reading of The First Lesson
 - c. during the sermon, discretely.
2. IC to arrange usher for the collection of offering.
3. IC is to usher worshippers for Holy Communion and at the same time monitor their left belongings to prevent theft.
4. To act swiftly on contingency in order to minimize unforeseen distraction, eg. People fainting, unruly behavior or crying etc.

After Service

1. Check and clear pews of any debris.

Additional Tasks for Last Sunday of the Month

1. Ensure partitions are opened if required and chairs are arranged.
2. All attendances to be recorded before the children are dismissed after Children Sermon.
3. Ensure all air-conditioners and lights are switched off in the Parish Hall after the service ends.
4. Close up partition and keep all chairs in Parish Hall.
5. To record the church attendance.
6. To record any incidents/complains or feedback and communicate with the Council person in-charge / Chairman of worship and Music Ministry.

General

1. An 'Usher Check List' is provided by the church administrator and must be checked and completed by the Usher IC for the specific tasks. Training of Ushers will be provided by the Chief Usher.
2. Scheduling and groupings will be in charge by the Chief Usher.

J. Sound Crew

Main Roles

1. Using the sound reinforcement system skillfully, to provide clear and **intelligible** sound for ALL in worship, including worshippers, preachers, musician and singers and cry room etc.
2. To minimize distractions caused noise or feedback of sound.
3. To maintain the sound equipment and its peripherals (e.g. Mics, cords etc.)
4. To prepare and test all microphones and sound before 8.45 am each Sundays or 15 mins before each worship occasion.
5. To store equipment and peripherals in proper storage location after use.

6. To support the church by availing to set up and operate the sound for special **church** events.

K. Multi Media Crew

Main Roles

1. To enhance our worship with the use of multi media for projections.
2. To provide **clear** and **non distractive** projections during worship.
3. To prepare the liturgy and songs in Power Points.
4. To **proof read** the Power Points before use.
5. To maintain the computer and its peripherals, and store them in proper storage location after use.
6. To prepare and test the Power Points projections before 8.45 am each Sundays or 15 minutes before each worship occasion.
7. To support the church by availing to prepare and operate the multi media for special **church** event, e.g. Church retreat.

L. Video Crew

Main Roles

1. To provide live video feeds to worshippers in remote location, mainly, the Cry Room and Parish Hall.
2. To prepare and test all the video feeds before 8.45 am each Sundays or 15 mins before each worship occasion.

M. Banner

Main Roles

1. Make new banners proclaiming the work, attributes of God or the season of the church.
2. To change the banners for each new seasons.
3. To maintain and store the banners.

END