



 mca church

WORSHIP  
HANDBOOK

# OUR MISSION

“Glorifying God and growing people to their full potential in Christ.”

# OUR VISION

“Developing worshippers that prepare a place for God to display His glory.”

To fulfill our mission and vision, the MCA Worship Department strives to develop four major areas - craft, core, character, and community.

CRAFT - Developing our team's skills as vocalists, musicians, and techs

CORE - Developing our core understanding of true worship

CHARACTER - Developing you as a person

COMMUNITY - Developing our environments to engage in community

# OUR PURPOSE

**EQUIP** - Equip vocalists, musicians, and techs to minister to the very best of their abilities

**PURSUE** - Pursue Christ as individuals and as a community

**INFLUENCE** - Influence people towards a transformed life

**CULTIVATE** - Cultivate environments that bring out the “God” potential in others



# GENERAL GUIDELINES

## DURING SERVICE

During services, we ask all the worship team members to sit in the service. This gives a sense of unity and an easy way to communicate when to make our way back up to the platform. Please be engaged in the service, connect with people during connection time, and be attentive during the message.

## WORSHIP PLATFORM & EQUIPMENT

The worship platform and equipment is used by multiple ministries, departments, and venues. Therefore, all team members have an active part to prevent confusion and chaos. In order to do that, the expectation is to keep it clean and orderly (leave it better than you found it.) We ALL need to be good stewards of the facility and the equipment.

## SCHEDULING

All team scheduling is done through [planningcenteronline.com](http://planningcenteronline.com). Team communication is dispersed primarily via email. It is important that the team members check email and Planning Center (PCO) frequently in order to stay informed.

## CONFIRMATIONS

Once scheduled for a service, an email and text will be sent to you asking for a confirmation. Follow the link in the email or log in to the website or mobile app to confirm or decline. If you are scheduled for an event which you cannot serve, you may decline the event inputting a reason for the decline.

## BLOCK OUT DATES

If you are going on vacation or you'll be unavailable to serve for the specific dates, please notify the Worship Associate and block those dates out in Planning Center. If you're unsure how to block out dates or have any questions or concerns, please reach out to the Worship Associate.

## LAST-MINUTE CANCELATIONS

If you have an immediate emergency within 24 hours of your event that precludes you from serving, please call the Worship Team Leader who is leading that worship service and leave a message. Lastly, because email is not monitored 24 hours a day, a decline on Planning Center is not sufficient to communicate a last-minute emergency.

## CULTURE OF FEEDBACK

At MCA Church we are committed to growth and calling our serve teams up to a higher level. We believe in equipping and challenging those who serve. As your leaders, we desire to see you grow and will provide you with feedback when necessary. It's essential to understand that feedback may be given to you in a loving and honoring way. Please know that when feedback is given its from a heart that desires to see you grow and call you up higher.

# EXPECTATIONS

As you accept the responsibility of leadership at MCA Church (we consider all worship team members to be leaders), there is a greater level of responsibility with how we live our lives.

As a viable leader at MCA Church, you are seen by our members and outside parties as a representative of the church. AS for the tech audio/visual team, while you are not seen on the platform, you are an integral part of the worship team and equally subject to all the same guidelines and expectations. Keep this in mind as you read the following expectations.

**ALCOHOL** - In the Bible there are plenty of references that drunkenness is a problem. There can be a small line between a drink and drunkenness. It's so important that we live life in a way that protects the reputation of ourselves, the Church, and the Kingdom.

*“And do not get drunk with wine, for that is debauchery, but be filled with the Spirit”  
Ephesians 5:18 ESV*

**DRUGS** - The use of any illegal and unprescribed drugs are strictly prohibited.

*“Do you not know that you yourselves are God's temple and that God's Spirit dwells in your midst? If anyone destroys God's temple, God will destroy that person. For God's temple is sacred, and you together are that temple.” 1 Corinthians 3”16-17 ESV*

**SEX** - The word of God is clear that any sexual relationship outside the Bible covenant of marriage is strictly forbidden. We also believe that God called us to a standard of high accountability when it comes to the relationships we are involved in with other members of the team and with people outside of our team. With this in mind, we are expected to keep our eyes pure by not viewing pornography, inappropriate media, etc., to containment our heart and spirit. Also, we will refrain from putting ourselves into compromising situations and from premarital sexual activity.

*“You shall not commit adultery.” Exodus 20:14 ESV*  
*“Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body.”*

*1 Corinthians 6:18 ESV*

**SOCIAL MEDIA** - Since you are visible leader in the church, your personal website, blog, or posts (e.g. Facebook, Twitter, Instagram, Snapchat) are a reflection of the church, whether or not the church is specifically discussed or referenced. If you would not be comfortable with members of leadership reading your word or viewing your photos, do not write or post them. All communication, online or otherwise, should be positive and honoring towards the church and the Kingdom of God. Please take a moment before you post to think about how it could be received by different audiences.

*“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.”*  
*Ephesians 4:29 ESV*

**SEXUAL HARASSMENT / RESPECT** - MCA Church is committed to maintaining a ministry and work environment in which individuals treat each other with dignity and respect and is free from conduct unbecoming of a Christian (meaning intimidation, exploitation, and harassment, including sexual harassment). Anyone who violates this policy will be subject to discipline up to removal from the team. Reports of sexual harassment can be reported to your pastors and leaders.

*“Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving.” Ephesians 5:4 ESV*

**MINORS ON THE WORSHIP TEAM** - We have a guideline set by the MCA Board of Directors that says we are not allowed to have minors (individuals under 18 years old) on a worship team when there are unapproved adults on that team. i.e. There may be some Sundays where the entire worship team of adults are APPROVED and minors are allowed to participate. Then of course, there may be a Sunday where there's one adult on the team who's not APPROVED, which therefore means no minors are allowed to serve on the worship team. An unapproved adult is defined as an adult at MCA who have not gone through the membership process at MCA, which includes a background check.

**DISCIPLINARY ACTION** - If the actions of someone in the worship ministry are in opposition to the vision of MCA Church and the standards set forth by MCA's Worship ministry, that person's ministry placement may result in suspension, probation, or may be

revoked. Any discipline will be done at the consent of the Senior pastor and carried out by the worship associate. It will be done love and in hopes of reconciling the individual and bringing them back fully restored.

*“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”  
Hebrews 12:11 ESV*

# COMMITMENT

All worship team members will be asked to commit to and sign a commitment form regarding the following:

## **MAKING GODLY LIFESTYLE CHOICES:**

- \* Maintain a personal relationship with Jesus
- \* Refrain from drugs and alcohol
- \* Remain sexually pure, finding accountability, and setting boundaries in relationships
- \* Refrain from posting anything on social media or other public forms of communication that would reflect poorly on our faith, church, and leadership

## **BE AN ACTIVE PART OF THE MCA CHURCH COMMUNITY:**

- \* Attend services regularly (at least 3x per month)
- \* Make it a priority to understand the values and beliefs of MCA Church
- \* Actively participate in serving at MCA when not on the platform
- \* Support and respect church leadership
- \* Live a life on mission and encourage others to get involved

## **PREPARE FOR WORSHIP SERVICES:**

- \* Come on time to practices and service, prepared to sing, play, and serve
- \* Stay until the end of service, unless receiving specific permission otherwise
- \* Use planning center to rehearse and communicate
- \* Respond in a timely manner to Planning Center invitations
- \* Dress appropriately for services; modest and neat in appearance

# DRESS CODE

## WHY IT'S IMPORTANT

As leaders, everything we do on the platform is meant to bring glory to God. The clothes we wear need to be considered intentionally and with care. 1 *Samuel 16:7 says, "...people look at the outward appearance, but the Lord looks at the heart."* To honor God's word, we acknowledge that although God looks at the heart, people still look on the outward appearance; we should aim to dress with excellence and modesty, as we represent MCA Church in unity.

Everyone has their own personal style, and we encourage that expression, but it should never cross the line of distraction. Your worship expression should speak more boldly than your clothing. Fashion trends come and go, so be free to be self-expressive in what you wear when you're on the platform, but balance that with being mindful that you're representing Christ and MCA Church.

## MEN DRESS CODE

- If it's needed, wear an undershirt
- No wide-neck t-shirts that would expose chest hair
- Make sure your shirt isn't too tight and is appropriate in length if it's made to be worn untucked. It shouldn't show your stomach or undergarments if you raise your hand.
- Pants should never be too tight that they cling or cup to any body part
- T-shirts are acceptable if they are non-distracting when on the platform
- No flip-flops or sandals
- Dressy fashion sneakers are allowed
- As long as they're not super tight, short-sleeve shirts are allowed
- No tank tops
- No shorts
- Denim jeans are allowed (no excessive holes or tears) and it must be clean
- Fashionable hats and baseball caps are allowed but must be clean. Hats are not allowed on the front line of the platform

# WOMEN DRESS CODE

- Dress for your body type. You're being trusted to know and understand what looks best on you.
- Any form of tight clothing for any body type is not allowed
- Shirts should never expose your chest area
- Shirts that are tight and/or cup tightly around the chest are not allowed
- Wear an undershirt if it's needed
- T-shirts are acceptable if they are non-distracting when on the platform and should be paired with an appropriate jacket. Acceptable jackets include blazers, bombers, and denim jackets.
- No tank tops
- Denim jeans are allowed (no excessive holes or tears) and it must be clean
- Leggings/tights are allowed only if front **and** back side are covered.
- Tennis shoes are not allowed
- Fashionable hats and baseball caps are allowed but must be clean. Hats are not allowed on the front line of the platform.
- Keep jewelry simple. Make sure that with movement, the pieces don't cause unnecessary noise or awkward movement.

## PREPARATION/DEVELOPING YOUR CRAFT

- Take time to seek God and prepare your heart to worship before you arrive
- You'll find the worship set and rehearsal material posted in planning center by Tuesday of the week you're serving.
- Take time throughout the week prior to rehearsal to look over and listen to the worship set

## REHEARSALS

- Be punctual and ready to rehearse and in position before all scheduled rehearsal and service times.
- If you have a conflict in your schedule or running late to rehearsal, please notify the worship leader in advance.
- Be prepared to make any changes to the arrangements of the songs in the worship set, and be willing to work with the entire worship and media team while exhibiting a helpful and positive attitude.



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