

New Hope Missionary Baptist Church

Music Ministry Handbook

Foundation

Music Ministry Purpose

Our mission is to, lift up the name of the Lord in song, reach out to His people, and live the life according to our ministry.

Our primary purpose in the ministry of music is to follow Christ. Secondly, we are to bring forth the good news of our Lord and Savior Jesus Christ through the ministry of song.

We believe God expects us to minister to His people in harmonies that touch souls and inspire those who may be searching to find the narrow way. We acknowledge that God wants us to be a light and a shining example for others to see the benefit in serving a true and living God.

†Who do we serve?

We are one of the largest and most visible ministries in the church. We serve all the sectors within the 5 circles of commitment, which are; community, crowd, congregation, committed, and core. As a member of the music ministry, it should be your individual goal to become part of the core, which is the center most part of the circle of commitment.

†What are the their needs?

1. A music ministry that attempts to minister to all the five circles of commitment
2. Songs that are sung clearly and songs that have a message
3. God's people need to know they are being ministered to by spirit filled Christians who are living a Christian life

†What are our strategies for providing our services?

1. Maintain a comprehensive music ministry
 - A) Look for opportunities to minister outside of New Hope
 - a) Prison ministry
 - b) Outdoor festivals or engagements
 - c) Fellowship with other congregations
 - d) Nursing homes etc.

†**Strategies cont.:**

2. Practicing diction and working to improve the clarity of songs
 - A) Vocal exercises and testing
 - a) We will be doing vocal exercises at the beginning of each rehearsal
 - b) When needed, vocal testing of members to ensure they are in the correct section
 - B) Evaluations of services rendered
 - a) Ministry leaders will meet monthly to review tapes of services/rehearsals
 - C) Use choir sections to evaluate the clarity of the other sections
 - a) Pull out individuals during rehearsals to sit and observe the quality of our sound

3. Spiritual growth and conduct
 - A) Ministry leaders and members are expected to attend weekly bible study
 - B) Ministry leaders and members are expected to conduct themselves as christians inside and outside the walls of the church
 - C) Ministry leaders and members are expected and required to attend ALL music ministry functions

Music Ministry Leadership

- † The music department is currently led by a church appointed director of music. This person must first, be a born again believer and possess the organizational skills to lead, and provide stability and direction to the music ministry. This person must live life in accordance to God's word. They must be able to gain the admiration and respect of the music ministry. They must be a humble person and be able to carry out the vision of the Pastor to the best of their ability.
1st Chronicles 15:22

- † All ministry assistants and officers must possess similar qualities as outlined above. Individuals must possess a strong willingness to serve and should be fully committed to God, God's church, and the ministry.
2nd Timothy 2:15

- † Ministry officers are chosen on a yearly basis by simple majority vote of the choir body. Special care must be taken in identifying individuals who have shown they possess the qualities listed above.
Ephesians 4:1

New Hope Baptist Church Music Ministry Structure

‡ ***and maintain numeric growth in this What are our plans to promote ministry?***

1. Fellowship
 - A) Various planned events and scheduled activities
 - a) Dinners after service
 - b) Christmas outing
 - c) Bowling and other various games/group activities
2. Ministry information
 - A) New members will have access to our ministry handbook and rehearsal schedule

 - B) At least one officer will be available to answer questions when new members join

‡ ***What training is available for new members and potential leaders?***

1. Workshops
 - A) It is our intention to have at least one workshop per year with various concentrations
 - a) Musician and directors workshop
 - b) Song leaders workshop
2. Vocal training
 - A) Some limited vocal training is available for those who request individual instruction
3. New Members Classes
 - A) New church members must complete the required new members classes before participating in the choir for Sunday worship service

Continuous Improvement

‡ ***What support is needed from the church for this ministry?***

1. Prayer
 - A) This ministry needs the support and prayers of the whole church
2. Financial
 - A) The church has been supporting the honorarium process where it applies
 - B) The music ministry will develop and maintain a budget to be approved on a yearly basis

‡ ***How are the financial needs met for this ministry?***

1. Honorarium system
 - A) This system is in place for compensation of predetermined ministry positions

2. Ministry Budget / Voucher system
 - A) With proper approvals, vouchers can be used to reimburse individuals for money spent in support of the ministry. Vouchers may only be submitted by the ministry Treasurer and or assistant and the Director of Music. Items must be approved in advance, before purchase is made in order to receive reimbursement.
3. Internal ministry offerings

‡ ***What things can be done to help this ministry help itself financially?***

1. Internal offerings
 - A) Continue to collect internal offering to cover small but necessary expenses
2. Special programs
 - A) When necessary and with proper approval, the ministry can plan programs wherein the offering raised can be used in support of the music ministry

‡ ***How does this ministry communicate internally and externally?***

1. Internal communication
 - A) Member information including address, phone and e-mail is maintained in a database
 - a) When necessary, contact is made via phone by the secretary or designate
 - b) When possible, contact is made via e-mail and communicated as needed
 - B) Ministry members are kept up to date during rehearsal announcements and through the ministry rehearsal schedule and calendar
2. External communication
 - A) Church announcements
 - a) Approved announcements can be made during worship service
 - B) Church bulletin
 - a) Announcements can be placed in the bulletin, but must be submitted using the proper form in accordance with the church office guidelines

‡ ***What is our method for getting feedback from those we serve?***

1. Contact with the congregation
 - A) Ministry members have the ability to request specific verbal feedback from our congregation
 - a) Feedback should be shared with the ministry at rehearsals

2. Contact with the Pastor
 - A) We encourage verbal feedback from the Pastor, either directly to the choirs, or through the ministry leadership
3. Ministry evaluation
 - A) Our plan is to develop a ministry evaluation that can be used to survey the congregation

‡ ***What are we doing to ensure spiritual growth for ministry members?***

1. Devotion
 - A) We have time during rehearsal for testimonies, prayer and prayer request
2. Bible study
 - A) Ministry leaders and members are encouraged and expected to attend weekly bible study
3. Clear understanding of ministry material
 - A) We make efforts to coordinate songs to related scriptures and explain the meaning of the lyrics within worship material

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‡ ***What is our short term vision for ministry growth?***

1. Song leaders / Choir members
 - A) Provide more opportunities for leaders who are not being completely utilized
 - a) We will begin to make a more conscious effort to look for material for specific voices and individuals who seldom have an opportunity to lead
 - B) Choir member musicality
 - a) Choir members should be able to read basic vocal music lines, and be able to sing various styles of music, from anthems to gospels
2. Directors / Musicians
 - A) Development of additional directors, especially male directors
 - a) Add at least two directors to our current group of directors. Focus on better male participation
 - B) Directors and musicians musicality
 - a) Directors/musicians should be able to score music, play vocal parts, and conduct vocal exercises

‡ ***What should our ministry look like 2 years from now?***

1. Infrastructure development
 - A) Clearly defined roles and responsibilities within the ministry
 - a) Roles and responsibilities documented and available before individuals are asked to serve in particular area within the ministry

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† ***Two years from now cont.:***

2. Spiritual growth

A) Our ministry should have over 80% attendance at bible study
B) We should be able to reference all of our worship material to supporting scriptures

3. Numeric growth

A) In two years, each of the choirs at New Hope should have added 15 to 20 new members

4. Achievements

A) In two years the music ministry should be in a position to consider providing our church with a professionally recorded product

What enhancements do we see in our future to help meet our goals for growth?

1. Internal assessments
 - A) We need to be able to fully understand our vision and direction
 - a) In understanding our goals, we will need to continuously assess ourselves to ensure that we are on course and meeting our short and long term objectives
 - b) We need to be able to monitor and review indicators that show levels of success
2. Individual accountability
 - A) We need to develop methods to track attendance to help ensure full commitment to ministry responsibilities.
3. Recruitment teams
 - A) Develop and maintain a committee responsible for numeric growth through unique forms of recruiting
4. Full Time Minister of Music
 - A) Should New Hope desire to move our music ministry to the next level, it will become increasingly necessary to add full time staff

Music Ministry Mission Statement

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