



Ministry Title	<i>Music Ministry</i>
Reports To	<i>Executive Minister</i>

Ministry Model 2016 & Beyond

Welcome:

Welcome to the Music Ministry of Bethlehem Baptist Church. As a member of the Music Ministry, you share in the very special role given to the Levites hundreds of years ago:

And David spake to the chief of the Levites to appoint their brethren to be the singers with instruments of musick, psalteries and harps and cymbals, sounding, by lifting up the voice with joy. – 1 Chronicles 15:16

Purpose / Duties / Responsibilities:

The purpose of the Music Ministry at Bethlehem Baptist Church is to share the gospel of Jesus Christ through song, encourage believers in their walk with Christ, lead the congregation into a positive worship experience and provide an avenue through which individuals may share their gift and be an integral part of the worship.

The Music Ministry spreads the Word of God through music experiences.

The divisions of the Bethlehem Baptist Church Music Ministry are as follows:

- Mass Choir**
- Youth Choir**
- Male Chorus**
- Praise Team**

Song Selections are under final advisement of the Holy Spirit that's directed from our Music Ministry Personnel (Ministry Director, Assistant Director, and Head Musician). We adhere to our Church vision and mission that whatever we do it's done in a spirit of excellence. You may give recommendations of songs to your music ministry personnel but again it's their discretion of that song will fit for our structure and resources available.

The choir will perform songs that are religious base (mixing the old school with the new school) and indicative to worship, praise, and ministry of the Gospel. Songs with obvious overtones to secular music, or questionable lyric's with no source of foundation through evangelism will not be utilized.

Special musical guests may participate for special occasions with the expressed approval of Music Ministry Director and the Church Leadership. All soloist must take place in the choir area, only time you're allowed on the sanctuary floor is if there is a concert /musical setting.



Why We Sing:

We sing because all have been called to the Music Ministry of Bethlehem.

It came even to pass, as the trumpeters and singers were as one, to make one sound to be heard in praising and thanking the LORD; and when they lifted up their voice with the trumpets and cymbals and instruments of musick, and praised the LORD, saying, For he is good; for his mercy endureth for ever: that then the house was filled with a cloud, even the house of the LORD; 2 Chronicles 5:13

I will praise the name of God with a song, and will magnify him with thanksgiving.- Psalms 69:30
The LORD is my strength and my shield; my heart trusted in him, and I am helped: therefore my heart greatly rejoiceth; and with my song will I praise him.- Psalms 28:7

And he hath put a new song in my mouth, even praise unto our God: many shall see it, and fear, and shall trust in the LORD. - Psalms 40:3

Sing unto the LORD, O ye saints of his, and give thanks at the remembrance of his holiness. Hear, O LORD, and have mercy upon me: LORD, be thou my helper. Thou hast turned for me my mourning into dancing: thou hast put off my sackcloth, and girded me with gladness; to the end that my glory may sing praise to thee, and not be silent. O LORD my God, I will give thanks unto thee forever. – Psalms 30:4, 10-12

Serve the LORD with gladness: come before his presence with singing. - Psalms 100:2

Rejoice in the LORD, O ye righteous: *for* praise is comely for the upright.

Praise the LORD with harp: sing unto him with the psaltery *and* an instrument of ten strings. Sing unto him a new song; play skillfully with a loud noise. – Psalms 33:1-3

Ministry Leadership:

The leaders of the Music Ministry are expected to:

- Uphold the vision and mission of the Church
- Be an example of godly living and worship to all.
- Be a source of encouragement and support
- Be present and on time at all rehearsals, services, and expressions of ministry
- Serve as a choir representative at special services and function, when designated.

Ministry Structure (Point of Contact)

Who Do I Contact In Case: Emergencies, Music Ministry Personnel Issues, Choir Conflict, Song Selections, etc? If the point of contact listed is not available follow the flow of structure. Or you may email concerns to bethlehembaptistchurch@aol.com and they will be responded to within 24 hours.

1st- Music Ministry Director – Sis. Georgia Wilson

2nd- Music Ministry Director Assistant- Sis. Gail Lee

3rd- Music Ministry Division President

4th- Executive Minister – Rev. Benjamin Smith

5th- Chief Servant Leader- Pastor Lafayette Simpson



Qualifications:

- *Be a member in good standing with the Bethlehem Baptist Church

Decorum

- * Members are expected to refrain from chewing gum, eating candy, passing notes, texting, phone conversations and unnecessary talking during rehearsals and services / performances.
- * Members are expected to silence cellular phones and beepers during all rehearsal and performances. If a member must take a call, he / she should advise leadership and exit from the rehearsal or service.
- * Texting is not allowed during rehearsals and services.
- * Members should avoid wearing heavy perfume or cologne during service and performances as heavy scents may irritate nasal passages and bronchial tubes.
- * Members may wear a minimal amount of jewelry during services and performances. Ie. Small ball or hoop earrings, small chain necklace and watch. Jewelry that is prohibited includes but not limited to:
 - *Excessive, oversized or elaborate jewelry.
 - *Jewelry consisting of vibrant colors or secular symbols.
- * Brooches or pins attached to choir uniforms.
- * Members are expected to give their full attention to the music ministry leading during each rehearsal and service / performance.
- * Members are expected to listen to or research their performance and be familiar with their vocal parts prior to each rehearsal.
- * A seating chart will be created by music ministry leadership to optimize the sound quality of the choir.
- * Members are expected to be respectful of the positions of the directors, musicians, and officers of the choir. Issues or concerns should be voiced privately, not publicly, with point of contacts for the Music Ministry to receive a Christian based resolution.

Attire / Uniforms

- *1st Sunday Rule: Black / White our official color in adherence to Church policy.
- *Members are expected to wear the selected attire for each singing performance and are responsible for purchasing and caring for the selected uniform attire (robes, choir shirts, etc.).

Dues:

If the Music Ministry Divisional choirs choose to take up dues, please adhere to the amount and due date to help fund your functions etc.

Attendance

- * Members are expected to be present and on time at all scheduled rehearsals and services. If unable to attend, members should contact the Divisional President, Secretary, or Music Ministry Leadership if point of contacts are not available to advise of your situation.
- * Members must be present at the last rehearsal prior to a worship experience or performance in order to sing. In most cases that a situation advised to leadership prevented you to attend the rehearsal it's your ownership to get rehearsal approved material.



* Directors, musicians, and members should arrive no later than 10 to 15 minutes prior to service for a period of instruction, prayer and consecration.

Officer's Job Description:

Officers will hold a one year term. Members of each divisional choir will select their officer's, once at the year-end offices has been vacated.

CHOIR DIRECTORS

- Direct music during service and rehearsals as appointed by Music Ministry leaders.
- Assist the Music Ministry Leader in planning for worship experience's, rehearsals and special music events.
- Attend any musician rehearsals
- Conduct choir rehearsals in the absence of Music Ministry Director.
- Be responsible for the selection of music in the absence of the Music Ministry Director.

PRESIDENT

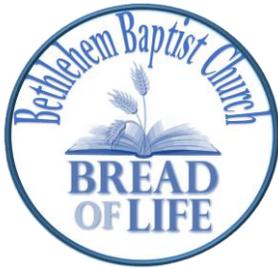
- Shall preside over choir business meetings. All business meetings will be held during the first 10 to 15 minutes of the scheduled rehearsal.
- Prior Business meeting minutes approval process.
- Approve in cooperation with the Music Ministry Director and Pastor of invitations to engagements outside of the Church.
- Recruit new member's.
- Communicate with the Church Administration of rehearsal times and changes.
- Contact Choir member's in regards to rehearsal changes.
- Contact Absent members.
- Advise members of dismissal from the Choir.
- Responsible for the planning and coordination of all functions (Example musicals, programs, etc.)
- Plan choir fellowships, outings, and in reach/outreach activities.
- Provide all new members with a copy of Music Ministry informational pack.

Vice President

- Assist the choir president with duties as assigned. Shall preside in the absence of President.

SECRETARY

- Shall serve as the recording officer and oversee the recording of all minutes and proceedings.
- Shall read minutes during the beginning of each meeting for approval.
- Shall keep a permanent record in the daily journal of all proceedings, meetings and reports.



Pastor Lafayette Simpson, CPE. - Senior Pastor

- Shall keep a record of names, addresses and necessary information of the membership.
- Shall make copies and send out all mailing provided by the President to all messengers and report all returned mail.

TREASURER / FINANCIAL SECRETARY

- Shall receive, give receipts and account for all monies on behalf of the Music Ministry.
- Shall disburse all monies by voucher (Cash or Debit Card) at the request of the Ministry President / and or Approval from choir.
- Shall prepare upon request a complete financial report to the President, Officers, Ministry Members.
- Shall be responsible for all financial books and records.
- Serve as lien holder for all finance.

Approved by:	<i>Rev. Benjamin Smith- Executive Minister</i>
Date approved:	<i>2/26/2016 6:26:10 PM</i>
Revision	<i>12/27/2016 11:22:59 AM</i>
Reviewed:	<i>Georgia Wilson- Music Ministry Director Gail Lee- Music Ministry Director Assistant Pastor Lafayette Simpson- Chief Servant Leader</i>