

Do You Have Any Health Issues That May Limit Your Ability To Stand For Long Periods On The Platform?

Yes No If Yes, briefly explain. _____

Are You Able To Commit For One Full Year?

Yes No If no, or if you have a foreseen leave of absence, briefly explain.

Have You Served In Any Other Church Music Ministries Within The Past 10 Years?

If Yes, please explain your past experience _____

Did you leave your previous church(s) in good standing? Yes No

BRIEFLY EXPLAIN YOUR PERSONALITY TYPE

Examples: outgoing, shy, etc... _____

Would other people say of you that you get along/relate well with others? Yes No Not Sure

CHORAL/VOCAL APPLICANTS

Do you read music? Yes No If yes, how do you rate your ability? Weak Adequate Very Proficient

What part do you sing? Sop. Alto Tenor Bass Not Sure

What Instruments do you play (if any)? _____

Will you need childcare for rehearsal? Yes No (Available for 0 – 10 years of age)

INSTRUMENTAL APPLICANTS

Do you read music and/or chord charts? Yes No

If yes, how do you rate your ability? Weak Adequate Very Proficient

How do you rate your ability on your instrument? Beginner Intermediate Proficient Very Proficient

Have you had any formal training or lessons on your instrument? Yes No

What other instruments do you play? _____

MULTI-MEDIA APPLICANTS

Mac User PC User

Please select each that you have experience:

PowerPoint Adobe Photo Shop Video Editing Software/Explain _____

Other Multi-Media Software _____

How do you rate your computer ability & knowledge? Weak Adequate Proficient Very Proficient

How do you rate your photography ability & knowledge? Weak Adequate Proficient Very Proficient

SOUND APPLICANTS

Do you play any instruments and/or sing? Yes No If yes, Describe: _____

Do you read music and/or chord charts? Yes No

How do you rate your ability in the area of sound? Beginner Adequate Proficient Very Proficient

Have you had any formal training? Yes No If yes, Explain: _____

GENERAL GUIDELINES AND EXPECTATIONS

For applicable areas, please check the box to indicate that you have read and agree with the guideline.

ALL MINISTRIES:

- Each member is to be confident of their call from God to use their talent within this ministry.
- Each member must be a faithful covenant member of Woodlawn Church. With attendance and tithing, etc... As a worship ministry member, it is important to be in full support of the vision for Woodlawn Church.
- You must be able to commit to one full year of participation. Special circumstances do arise, and a leave of absence is necessary. These can be worked out in advance with Pastor John.
- If applicable, spouse/family must be in support of your participation/service in this ministry.
- Each member must be willing to adhere to the pastoral leadership and authority of Woodlawn Church, as well as the established guidelines for the music/media ministry. Pastor John is the pastor/leader/director of this ministry, and is closely assisted by his wife Stacy. Be confident you can honor, support, and follow the decisions made by them.
- Each person is expected to understand, accept, and be on board with the styles/genre of music used for worship at Woodlawn.
- Each person is expected to prepare him or herself mentally, physically, and spiritually for each service. This also includes having a personal time of worship, reading God's word, and praying for this ministry.
- Must show a level of proficiency in the area of ministry desiring to be involved in.
- Be on time for all rehearsals, pre-service preparation and worship services.
- Be committed to the ministry, rehearsal times, and Sunday services. You must be able to "jump in with both feet."
- Each member must attend the worship service in its entirety. In other words, do not leave church, hang out in the lobby, etc. after participating in leading worship. We must be willing to sit under the teaching of the "Word."
- Be committed to participating in special outreach productions. This ministry not only serves the weekend services, but occasionally is involved in special outreaches/productions. It must be a priority of each member for these to be a success.
- Be practiced and prepared.
- Set up an online music store account. Example — iTunes, Rhapsody, Vcast, etc. You will be expected to purchase and download copies of our worship tunes when possible. This will help eliminate illegal duplication of songs and Cd's.
- Have a teachable spirit and be open to correction.
- Must have an honor and respect for other team members. We are a team!
- Will make an effort to participate in scheduled fellowships. You are not only joining a team, but a family. You must have a willingness to fellowship other team members and not be a "fringe" participant. This is for your benefit as well as others.

IN CASE OF ABSENCE:

- Vocal Worship Team; you must find a replacement for your position.
- Choir — Call or email Pastor John to inform him if you will not be attending rehearsal or a Sunday service.
- Band — Notify Pastor John (ASAP) if you will not be available for practice/service. Pastor John will notify a replacement. Rhythm section players must attend practice to play for Sunday services (unless *no* replacement is available).
- Each member **must** have some type of telephone/cell phone answering system, and a current & active mailing address. We must be able to contact you, send you information and last minute notifications. Email is a plus. This is our preferred method.

CONTACT INFORMATION: johnm@woodlawn.org & music@woodlawn.org

- Church Office -- 248-588-6272 Monday through Friday 9a.m. — 4:30p.m.

CHOIR EXPECTATIONS:

- Must pass a basic proficiency test. Very basic. No prior choir experience necessary.
- All Choir members must participate in leading worship if attending a service; i.e., not sitting in the congregation for an unexplained reason.
- Call the church office to inform the music pastor if you will miss any rehearsals or services.
- You are responsible for replacement of all music lost from your folder. Report any missing music ASAP.
- Each member is expected to attend rehearsal whether or not attending the following Sunday Service.

VOCAL WORSHIP TEAM EXPECTATIONS:

- Be a good standing faithful member to the choir.
- Each member must be expressive outwardly.
- Be able to sing harmonies; your given part.
- Be a model choir member by being on time, having a positive attitude, and being a leader in your section.
- Be prepared to come back to the platform following each worship service. (if needed)
- During worship service preparation, direct all sound needs through Pastor John/Stacy. This will assist the sound technician from being besieged with multiple requests.

INSTRUMENTALIST EXPECTATIONS:

- Every musician must be proficient on his or her instrument. An audition will be necessary.
- Arrive five to ten minutes before each worship preparation to set up, tune, pull music, and warm up.
- Everyone in the instrumental ministry must be a team player & flexible.
- The worship team and instrumentalists are to come back to the platform at invitation or close of the service. (if needed)
- Have a consistent time of rehearsing your instrument, and preparing music for each service. Commit yourself to excellence.
- During worship service preparation, direct all sound needs through Pastor John/Stacy. This will assist the sound technician from being besieged with multiple requests.
- Equipment — We use an in ear monitor system; you must purchase your own foams. \$10 for 3 pair.
- Guitars - must have appropriate equipment to plug directly into our system. No amps are allowed. (speaker on)

SOUND TECH EXPECTATIONS:

- Must be flexible and patient.
- Some experience in sound or music is necessary. Training Available.
- Work with other sound personnel to formulate a rotation schedule.
- Purchase, download, and maintain a library of the songs we use for worship...same as with choir and band.
- Arrive at the earliest possible time before each worship preparation.
- Have stage prepared before rehearsal begins.
- Maintain and keep sound booth neat, clean, and organized.
- Inform music pastor of any faulty equipment.
- Direct audio complaints or any complaint to the music pastor.
- When possible, keep all stage to sound booth communication flowing through Pastor John or active worship leader for the service.

MULTI-MEDIA EXPECTATIONS:

- Computer - Arrive 10 minutes prior to each worship preparation time to enter Bible references, announcements, and worship order.
- Important: have system up and running as soon as possible to allow time for any computer or projector problems that may occur.
- Practice running the words while the worship team practices, and be alert for any text errors.
- Must remain attentive to activity on stage at all times.
- Inform music minister of any problems with system immediately following the service.
- Video Tape — Arrive 30 minutes prior to worship service to setup and check equipment.

APPLICANT

I have read and understood and am in agreement with each guideline applicable to my area of involvement.

Signed _____ Date _____

SPOUSE of APPLICANT

(Required; if applicable)

I have read and understood the guidelines and expectations for the music & media ministry. I am in agreement with my spouse's call to this area of ministry. I understand and support his/her commitment to weekly practice & Sunday morning practice times, and agree to support him/her with prayer and encouragement.

Signed _____ Date _____