

TPIBC Policies—Worship Service

| | |
|----------------------|-----------------|
| Title | Worship Service |
| Guideline no. | 1 |
| Version | 1.0 |
| Date | 7-Jun-2015 |
| Author | 2015 CMC |

Revision History

| Version | Date | Comments |
|---------|------------|------------------|
| 1.0 | 7-Jun-2015 | Original release |
| | | |
| | | |

1. Scope

This policy covers all aspects of TPIBC's worship service. All worship service items fall under the Ministry of Worship and are the responsibility of the Worship Minister.

2. Definition

- Worship services include the *Main Worship* and *Children's Worship* (for children aged 3–12 years; children younger than 3 years may attend if accompanied by a parent or adult guardian).
- Roles include: *Main Worship*—worship leader, back-up singers, musicians, audiovisual technicians, ushers; *Children's Worship*—children's worship leaders and assistants.

3. Roles and responsibilities

Main Worship

a. Worship leader

- Only registered members of TPIBC may serve as worship leaders.
- Worship leaders take turns to lead worship, according to the rota devised by the Worship Minister.
- Worship leaders are responsible for selecting the hymns* and songs for the service they will lead, and informing the Pastor, Church Administrator, and worship team by Wednesday noon prior to the Sunday they lead.

*The Pastor may select the opening and closing hymns if s/he prefers.

- b. Back-up singers/musicians
 - Anyone who wishes to serve as a back-up singer or musician may do so after CMC discussion and final approval from the Worship Minister.
- c. Audiovisual technicians
 - One person is required to set up the laptop in the worship hall and operate the worship service PowerPoint presentation.
 - A second person is required to ensure that the worship leader and back-up singer microphones are all operating properly and that the battery level is sufficient. The volume of the microphones should be adjusted during the worship service as required.
- d. Ushers
 - For a list of ushers' duties and responsibilities, please refer to the document "Usher Ministry -- Duties and Responsibilities.docx"

Children's Worship

- This service takes place on the 5th floor after the praise section in the *Main Worship* on the 1st floor.
- The children participate in a praise time, followed by a time of offering. The group is then split into younger children and older children so that a short age-appropriate message can be given.
- Children's Worship leaders/assistants should arrive at church by 9:15AM on Sunday mornings to set up the rooms.
- Anyone wishing to serve in *Children's Worship* can do so after CMC discussion and final approval from the Worship Minister.

4. Worship practice

- All the people who are involved in the *Main Worship* on a given Sunday should arrive at church by 9:00AM on Sunday mornings to practice and prepare for the worship service.
- Once a month, there is an extended worship leaders training at 1PM on Sunday.