

CHURCH AT THE MILL

WORSHIP CHOIR HANDBOOK



WORSHIP AT THE MILL

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A NOTE FROM OUR WORSHIP PASTOR

The greatest privilege of the church is to worship the Savior of the world. It is from this heart of gratitude and wonder that we, his church, spend our lives lifting up his name and telling his story. We are thankful you have chosen to be on this journey with us as we all seek to lead our church in worship that embodies authenticity and excellence. As a worship choir, we take on a posture of humility before Him, recognizing what we do and who we are does not come from our musical talent or skill. Our value and worth are found in Christ alone, for His glory alone.

In John 4:24, Jesus tells us to worship him, “in spirit and in truth”. His Word informs our worship and is not only descriptive in showing us how to worship, but also prescriptive, showing us our need to do so. His Spirit informs our worship, showing us the path to God’s presence. Our goal each week is to step onto the platform surrendered to His greatness, guided by His Word, empowered by His Spirit.

*“Enter his gates with thanksgiving and come into his courts
with praise!*

Give thanks to him; bless his name!”

Psalm 100:4

Sincerely,
Jeff Brockelman

CHURCH AT THE MILL MISSION

*We desire to be a place of new beginnings and real relationships.
We do this by Gathering, Growing, Giving and Going.*

GATHER

The church has always gathered for two reasons. Corporate worship and genuine fellowship. Gathering for worship nurtures our relationship with God as we bless Him and hear from His word. Gathering for fellowship in Small Groups connects us with each other for encouragement and partnership in the gospel.

GROW

Spiritual growth is an expectation of walking with Christ. Two of the most powerful ways God grows us is through time with Him daily and time with others in discipleship.

GIVE

Jesus made it clear, “It is more blessed to give than receive.” We give in two ways as Christ-followers at Church at The Mill. We give our time as servants by doing ministry side by side, and we give our treasure (money/resources) as stewards of what God has so graciously provided in our life.

GO

The gospel is not a “come see” religion. It is a “go tell” message of redemption! We are called to make disciples, and we do this primarily in two ways. We share our faith daily with those around us (locally), and we leave our daily life to engage those we don’t normally encounter (internationally).

CHURCH AT THE MILL WORSHIP

OBJECTIVE

Church at The Mill worship exists to guide people into an authentic encounter with God. We strive to produce quality music and creative elements to enhance and never distract from people's worship experience.

GOAL

Our goal is to worship in Spirit and in truth. Authenticity and excellence are at the core of what we do, and preparation, planning, and practice are the action steps that guide us to that place each week. Relational purity, healthy communication, and spiritual maturity are key areas for us to be attentive to the Lord as Christ followers and choir members leading others into worship. Our goal each week is to step onto the platform surrendered to His greatness, guided by His Word, empowered by His Spirit.

WORSHIP STAFF

Our worship staff strives to serve the Lord and the vision God has for our Church at The Mill family, and we trust and submit to the leadership over us. We value and welcome open, honest, and respectful communication. Let's always assume the best about one another, while also communicating in a timely manner should any issues arise.

Jeff Brockelman, Worship Pastor

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REQUIREMENTS

The following expectations are in place for the choir to ensure the CATM Worship Community steps onto the platform each week surrendered to His greatness, guided by His Word, empowered by His Spirit.

- Church membership is not required to be a part of the CATM Worship Choir. We do, however, *strongly encourage* participation and dedication to the church body and commitment to what God is doing in and through CATM as a whole. The CATM membership process is a great way to do just that. Our Worship Staff is glad to help guide you and your family toward this process at any time! Just let us know!
- Sunday services are at 9 AM and 11 AM. We kindly request you commit to both, but understand when there are extenuating circumstances.

THE WORSHIP CHOIR AS LEADERS

The CATM Worship Choir seeks to encourage people to live as Christ honoring leaders on and off stage. Here are practical ways we can reveal our heart to lead our CATM family into worship well:

Be timely - *“Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil.”* Ephesians 5:15-16

Be prepared - *“Whatever you do, work heartily, as for the Lord, and not for men.”* Colossians 3:23

Be consistent - *“Practice these things, immerse yourself in them, so that all may see your progress. Keep a close watch on yourself and on the teaching. Persist in this, for by so doing you will save both yourself and your hearers.”* 1 Timothy 4:15-16

Be accountable - *“This is not the time to pull away and neglect meeting together, as some have formed the habit of doing. In fact, we should come together even more frequently, eager to encourage and urge each other onward as we anticipate that day dawning.”* Hebrews 10:25

Lead by example - *“If we live by the Spirit, let us also keep in step with the Spirit.”* Galatians 5:25

Be vulnerable before the Lord - *“If you cover up your sin you’ll never do well. But if you confess your sins and forsake them, you will be kissed by mercy. Overjoyed is the one who with tender heart trembles before God, but the stubborn, unyielding heart will experience even greater evil.”* Proverbs 28:13-14

TOOLS TO CONNECT

PLANNING CENTER

Church at the Mill uses Planning Center Online (PCO) to schedule choir members and make music and service flow available to you in a timely fashion. We will gladly assist you in getting connected with this free service and help troubleshoot as needed. Communication is sent regularly via email through Planning Center.

Planning Center protocol:

- Your Planning Center (PCO) account is created during check-in. You will be sent a welcome email that will connect you with the services and rehearsals in which choir is participating.
- Download the free app on your device and use the login information sent via the welcome email.
- Be sure your profile, including profile pic, is completely set up and all information is correct. It is important that we have a correct address, personal mobile number, and birthdate for you.
- Communication is sent via PCO and you communicate with us weekly to let us know in which services and rehearsals you will be participating.
- Respond “accept” or “decline” to any Planning Center Requests for rehearsals and services once they are sent.
- All of the music for services and rehearsals are located in PCO for you to listen, prepare, and also use digital copies of the music during rehearsals in place of hard copies if preferred.
- Our Wardrobe Color Palette for each week is located in PCO.
 - “NOTES” section contains written words.
 - “ATTACHMENT” section contains the graphic.

REALM

- This is the internal database service that Church at The Mill uses for communication and connection within our church body.
- Have a Realm login already? Be sure your profile, including profile pic, is completely set up and all information is correct.
- Need a Realm login? Email our Worship Associate/Admin to let them know and include your Name, Birthday, Email.
- Download the free app to your phone.
- Communication may be sent via Realm from time to time, so please check it regularly especially during times when the choir is participating in services.

FACEBOOK GROUP

- Church at The Mill Worship Community Facebook group is a private group via which active choir and worship ministry members can engage.
- Here we post prayer requests, various announcements as needed, etc.
- Please search “Church at The Mill Worship Community” and send an invite request.

WORSHIP CHOIR REHEARSALS

SPIRITUAL PREPARATION

While we emphasize musical excellence, spiritual preparedness is our **FIRST** priority. How can we lead where we've not gone ourselves? Let's come together with our hearts in sync with His and a readiness to be used by God.

Here are some tips on preparing spiritually:

- Stay in God's Word daily.
- Worship throughout the week with the set list.
- Pray for the choir, the various teams, the worship gathering, the pastor, and all that God has planned.

SCHEDULE OVERVIEW

The following is an overview of what CATM Worship Choir Members should expect in regard to time investment for rehearsal and services during a given week, as well as special rehearsal requirements:

Wednesdays

- Choir Rehearsal with choir: 6:00 - 7:30 PM

Sundays

- Worship Service (9:00 AM)
 - Call Time: 8:45 AM in Choir Room.
- Worship Service (11:00 AM)
 - Call Time: 10:45 AM in Choir Room.

Special Service Wednesday Dress Rehearsal

- 6 PM - until

REHEARSAL DETAILS

- Wednesdays 6:00 - 7:30 PM
- We ask that you always prioritize being in rehearsals if you plan to participate in the upcoming services.
- Be sure to always respond ASAP to the Planning Center request for Wednesday Rehearsals in addition to the Sunday service request.
- Dress Rehearsals for special events or special services are mandatory.
 - Please note, full dress in adherence to that service's wardrobe guidelines and colors are required.
- Rehearsals cover multiple Sunday worship services, in addition to the upcoming Sunday. Attendance at rehearsal will benefit you even if you cannot be at the service that follows that rehearsal.
- **Childcare** is provided for rehearsals **but you must RSVP by Monday** the number and ages of children with Candace Hughes, candace@churchatthmill.com. Please also let her know ASAP if the childcare needs you previously communicated have changed.

REHEARSAL BEST PRACTICES & PROCEDURES

- Be sure you have responded to the Planning Center rehearsal request before you arrive so we can have your name tag printed ahead of time.
- Check-in in the rehearsal area by getting your name tag and music. Proceed to your section.
- Please show respect and understanding when Worship Staff and/or section leaders may be asked to seat or place you differently than what you have initially chosen.
- Learn to listen well. It's important that we are not only confident in our individual parts, but are also listening to our section as a whole. Blending both in volume and tone is very important.
- Worship Staff and/or section leaders are there to help as we all learn together. When you need clarification, have a question, or feel there is a sound adjustment that needs to be made, please feel free to ask the Worship Staff/section leader.
- If leadership is addressing a different section or consulting with the sound engineer, please keep voices quiet so we can be effective and efficient.
- If there are technical, musical, or miscellaneous complications, keep attitudes positive and morale high. We each are responsible for the atmosphere of rehearsal. Do your part to speak positively and redirect any negative attitudes.
- Flexibility is key.
- Rehearse with energy and passion!
- Make sure water bottles, coffee cups, personal items etc. are off the stage after rehearsal on Wednesday night.

WARDROBE GUIDELINES

The platform is one of the most visible places in the church. As a worship choir on the platform, the clothes we wear need to be considered intentionally, and with care. We can help convey the value of what we are doing and the high honor we have for our King that we are worshipping by considering what we wear. Our goal as a worship community is to make Jesus known above all, with nothing distracting from Him.

- **Please know our priority is to always be kind, but also to be honest about something that needs to be addressed.**
- **Please THOROUGHLY read the following notes & reminders as well as the male and female guidelines.**

NOTES & REMINDERS

- Our goal is to be ***stage appropriate***. While there are many outfit choices that may indeed be appropriate in everyday life, for various reasons, they may not always be deemed stage appropriate.
- Logistical reasons we ask for wardrobe to be considered carefully:
 - Our stage and seating are positioned in such a way that the congregation may have views that are from an upward angle.
 - Stage lighting is powerful and from any and every angle.
 - Live stream broadcast and photography for social media are a part of every service. Close up shots of individuals on stage from every angle are inevitable, even when you are in the background.
- A color palette/theme is chosen by leadership for each service. The written portion can be found under “Notes” and the graphic under “Attachments”. Remember to look at both the written portion and the graphic before choosing your outfit. You can also access the current color calendar for planning ahead at a glance.
- If you are ever unsure about an item, bring it so Worship Staff can help you determine if you can wear it the NEXT time.

- The standard for dress is based upon what leaders have asked and what is presented in our Style Guidelines, not based upon what someone else is wearing. Do not adjust what you understand to be right for dress based on what other choir members wear.
- Structure, color, coverage of all clothing needs to look good close up, far away, when lit from all directions, and even if enlarged on a screen.
- Make sure you can move in worship freely. Do the worship mirror check: raise your hands in front of the mirror and move around. Your level of expression should not have to be determined and/or inhibited by your clothing.

Questions to ask to yourself before selecting a final outfit:

- Am I wearing something a leader would need to address me about?
- Am I wearing something that would make it difficult for anyone to see past my outward appearance?

Male Style Guidelines Details

- Shirts should be buttoned up to an appropriate place. No chest hair should be seen.
- Shirts should not be too tight and should be below the beltline if it's made to be worn untucked.
- Mid-section should not show when hands are raised.
- Always wear an undershirt.
- Shirts should not be tight. They should not cling to the middle or create a tight outline of the body.
- The thickness and cut of shirts should protect for all room temperatures.
- No shirts with words or sports emblems.
- Tight or skinny pants may be worn in a modified way, never clinging to any body part on the front, side, or back. This style can be worn appropriately by going up in size so it does not cling.
- Pants should not come too low or uncover anything when bent at the waist or kneeling down.
- Layers are always great. Wearing a jacket, button-up, or extra shirt underneath helps provide stage appropriate coverage.
- No flip flops and no sandals.

Female Style Guideline Details

- Shirts should be stage appropriate length. Longer and untucked is preferred for stage. If untucked, shirts should come well below the beltline. Layering a longer undershirt gives more options.
- Mid-section should not show when hands are raised.
- Always wear an undershirt.
- Shirts should not cling to midsection or create a tight outline of the body.
- The thickness and cut of shirts should protect for all room temperatures.
- If the shirt is more fitted in the chest area revealing movement, layer with a jacket, blazer, sweater, duster, etc. that will hide movement.
- Nothing should be revealed when you lean forward. Neckline should not be lower than the span of 4-fingers width from your collarbone.
- Pants should not come too low or uncover anything when bent at the waist or kneeling down.
- Flowing or more loosely fitted outer layers, blazers, denim jackets, dusters, kimonos are always your friend.
- Backless, lace-backed or low-cut (in the back) shirts need to have another shirt underneath or over them.
- No sleeveless or cut out shoulder shirts. No cap sleeves. Middle of the upper arm should be the length for any short sleeves.
- No shirts with words or sports emblems.
- Tight/skinny pants, jeans, leggings- anything that clings to the leg and is fitted up to the crotch-**must** have a long top, long dress, etc. that comes down to mid-thigh or lower when your hands are fully extended above your head.
- All skirts or dresses must be **below the knee**. If not, it must be worn with leggings. No exceptions.
- Accessories should not make noise with movement.
- No flip flops or thong shoes. A sandal with fuller coverage is okay for summer months, but close toed shoes are always preferred.

PROCEDURES & RESPONSIBILITIES

BACKSTAGE SECURITY

Backstage is a secure area. Do not bring anyone else backstage, including family or children. When choir is finished on stage, please quickly and quietly exit the backstage area.

GREEN ROOM

The Green Room is for the worship vocal team and band scheduled each week as a home base and a place to prepare and recharge between rehearsals and services.

Please Note:

- The Green Room is reserved for the current service's active band and vocal team members only.

CHOIR ROOM

The choir room is the CATM Worship Choir standard rehearsal space and houses the music library. For active choir members, it serves as a home base and a place to prepare and recharge as needed between rehearsals and services.

Please Note:

- The Choir Room is reserved for **active** volunteers *only*.
- On Sundays, we strive to keep the choir room a secure area for choir members and their belongings. Because of this, we ask that you do not bring anyone else into the choir room, including family or children. The concourse has seating if a waiting area is needed for them.
- Choir members are free to stay in the choir room as you wait for the next service if you are attending a different one.

SUNDAY MORNING PROCEDURES

- Be in your place in the choir room 15 minutes before a service begins.
- We will cover portions of the worship set for the morning, arrange rows, and pray.
- Please be attentive, flexible, and respectful as you are arranged in rows.
- Choir will proceed to the stage from the choir room together.
- Leave your belongings in the choir room. The choir room is locked once all choir members leave to ensure the safety of your personal belongings.
- If you arrive late and the choir is already in place on the stage/the countdown has ended, you should not join the choir on stage at that point.
- The choir does not come back to the stage for invitation unless it is a special event/service request.



WORSHIP AT THE MILL

Thank you for being a part of the
Church at The Mill Worship Family and
for helping us be the best we can be!