

MUSIC & MEDIA MINISTRY

HANDBOOK 2021



HELPING EACH OTHER
EXPERIENCE A GROWING
RELATIONSHIP WITH JESUS
SUNSET AVENUE • CHURCH OF GOD

WHAT AREAS MAKE UP THE MUSIC & MEDIA MINISTRY?

- **CAMERAS**- these volunteers arrive on Sunday Mornings at 8:00am for soundcheck. There is training involved to learn equipment. The Stage Director gives cues and direction on what angles/shots to take. It is very important that you review the Service Plan made available on Planning Center Online: Services prior to Sunday. To serve in this area of ministry, please see Regina Rush (Media Team Lead). Refer to General Requirements for more details.
- **CHOIR**- volunteers in the area of ministry help to lead others in worship each week through singing. Reading music is not required, but pitch matching is. The choir is divided into 4 vocal parts: Soprano, Alto, Tenor and Bass. Rehearsals are every Wednesday night from 7-8pm in the Sanctuary. Because we strive to be multigenerational, there are extra rehearsal times for SA Students and Youth Leaders because their service time is during the scheduled Wednesday rehearsal. Soundcheck takes place on Sunday Mornings at 8:30am. In order to join the choir, you will need to first come to a Wednesday night rehearsal. Elaine Foust will talk with you about next steps. Refer to General Requirements for more details.
- **LIGHTING**- this area runs the light board for worship services and other special events. Lighting works closely with Sound, Pro-Presenter and Stage Director. To serve in this area of ministry, there is required training and you will need to meet with the Music Pastor (Matt Higgs). Soundcheck is Sunday mornings at 8:00am. Refer to General Requirements for more details.
- **LIVE STREAM**- these volunteers assure that the encoder is up and running for livestream broadcasting to take place. These volunteers are selected by the Media Team Lead (Regina Rush) and the Music Pastor (Matt Higgs). Refer to General Requirements for more details.
- **PRaise TEAM**- to serve in this area of ministry, you will need to audition, attend 80% of rehearsals and worship opportunities, meet all general requirements and have participated in the choir for a minimum of 4 months. Rehearsal is on Wednesday nights from 7-8pm in the Sanctuary. Soundcheck for Praise Team is Sunday mornings at 8:25am. Refer to General Requirements for more details.
- **PRO-PRESENTER**- this area of ministry runs lyrics for worship songs, sermon presentations, responsive reading, video presentations and pre/post-service audio. A basic concept of computers, typing and troubleshooting are required to serve in this area of ministry. One-month training minimum is also required. Soundcheck for Pro-Presenter is Sunday mornings at 8:00am. To learn more please see Regina Rush (Media Team Lead). Refer to General Requirements for more details.
- **SOUND**- this area runs sound for worship services and other special events. Sound works closely with the Music Pastor, Lights, Pro-Presenter and Stage Director. To serve in this area of ministry, there is required training. Having an ear for sound, basic soundboard knowledge (preferably on a digital console) and submitting personal preference in order to work as a team is a MUST. Wendy Moffitt is the Sound Team Lead. Wendy leads all training sessions, sets boundaries for the house mix, monitor mix and livestream mix. Soundcheck is Sunday mornings at 8:00am. Refer to General Requirements for more details.
- **STAGE DIRECTOR**- these volunteers direct camera cues and media that is sent out to lobby, nurseries and livestream platforms. There is training involved to learn equipment. It is very important that you review the Service Plan made available on Planning Center Online: Services prior to Sunday. To serve in this area of ministry, please see Regina Rush (Media Team Lead). Refer to General Requirements for more details.
- **WORSHIP BAND**- volunteers in this area of ministry help to lead others in worship each week by playing instruments. Reading music is not required but following chord charts is a must. Each worship band member uses an in-ear system for their monitor mix. Rehearsals are every Wednesday night from 7-8pm in the Sanctuary. Soundcheck takes place on Sunday Mornings at 8:20am. In order to join the worship band, you will need to audition. Please contact Pastor Matt Higgs if you are interested in this area of ministry. Refer to General Requirements for more details.

GENERAL REQUIREMENTS

- A born-again Christian
- For SA Students/Youth Leaders: At least in 6th Grade, involved in Sunday Night & Wednesday Night Discipleship. Special rehearsals for those participating in choir will be made available and specified on Planning Center Online: Services.
- If new to SACOG you must attend the church for 2 consecutive months (You may begin attending rehearsals/trainings in the 2nd month).
- You must attend 4 rehearsal/training sessions before participating in worship services.
- Sunday Night Discipleship is STRONGLY encouraged.
- Planning Center Online: Services (App is available for Android and IOS Devices)
 - There you will find schedules, plans, media notes, music, etc.
 - You will receive notifications via email or app to accept or decline invitations
 - If you fail to reply (accept or decline) the invitation on 4 consecutive times (Sunday or Wednesday), you will be asked to only attend rehearsal/trainings for a month in order to participate in worship services again.

PROPER ATTIRE

- **Women**- the appropriate length for dresses/skirts is to the crease of the knee. If you wear pants, please make sure that they are appropriate to your current physical status. Please note that if you wear leggings that you will need to have a top on that covers your trunk. Blouses and tops should also not draw attention to the physical shape of a woman. This includes spaghetti strap and shirts with a low neck. The idea here is "modest is hottest". SHORTS ARE NOT APPROPRIATE FOR SUNDAY MORNING WORSHIP. Please be conscientious of the fragrances you choose to wear due to being in close quarters. Also please note that you may be asked to remove certain facial piercings.
- **Men**- Slacks/Pants in a presentable condition (No holes, or rips) dress shirts, polo shirts. We do ask that men not wear hats in the sanctuary. SHORTS ARE NOT APPROPRIATE FOR SUNDAY MORNING WORSHIP. Please be conscientious of the fragrances you choose to wear due to being in close quarters. Also please note that you may be asked to remove certain facial piercings.

**Note: There may be times that you are asked to wear specific colors for different ministry opportunities.*

OTHER THINGS TO REMEMBER

A positive, servant-hearted attitude is essential to an effective music and media ministry. Questions are encouraged, input is valuable, but critical spirits are NOT acceptable. We must support one another at all times.

In the course of this intense ministry, we have to guard ourselves against jealousy and pride. You are not undervalued, overlooked, or passed by. We are abundantly blessed with many talented individuals. Everyone has a place here, and each person will have his or her season to be greatly utilized for the Lord. Please pray for wisdom and discernment for your leadership team and music pastor as they strive to make right decisions to provide opportunities for everyone.

Please be on time for everything. On time is not 5 or 10 minutes after the scheduled time for rehearsals, soundchecks or ministry opportunities. If necessary, plan to arrive 10 minutes early. It is your responsibility to accept or decline the Planning Center Online: Services Invitation.

MUSIC LEADERSHIP TEAM

**if you are interested in any area of the Music and Media Ministry please contact someone listed below*

- **Music Pastor:** Matt Higgs (email: pastormatthiggs@gmail.com)
- **Media Team Lead:** Regina Rush (email: regina.rush@icloud.com)
- **Sound Team Lead:** Wendy Moffitt (email: themoffitthouse@gmail.com)
- **Attendance & Seating Chart:** Sherrie Parks
- **Children's Choir:** Tina Adkins
- **New Choir Members & Christmas Musical Director:** Elaine Foust (email: elaine_foust@yahoo.com)
- **Elders:** Jeffrey Burrow & David Taylor
- **Music Section Leaders:** Altos- Sharon Moran, Sopranos- Sue Routh, Tenors & Basses- Pastor Matt Higgs, Worship Band- Matt Reeder

Interest Form

Name: _____ / ____ / ____

Address: _____

Phone #: (____) ____ - _____

Email: _____

How long have you attended SACOG?

Have you filled out a Connection Card before?

Do you confess Jesus as your Lord and Savior?

What does it mean to serve?

What is your previous ministry experience?

What are you currently involved in at SACOG?

Have you ever used Planning Center Online?

Do you follow Sunset Avenue on Social Media?

Have you read the handbook?

What area(s) of Music and Media Ministry are you interested in?



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