

GOAL OF A CHURCH LIKE ANTIOCH

To reach the world from Antioch with
the full gospel through sending teams
to plant churches

Go back to Antioch and plant churches
in the footsteps of Paul

Antioch in Acts in America-
To reach America and the world as in
the book of Acts

TEAM THREE: MUSIC TECH MINISTRY

JOB DESCRIPTION: TRAINER-TEAM THREE

Principle Function: Provide leadership for team Three as well as train and recruit new members for the team.

The following are the additional duties for the Trainer of the Team.

Spiritual Gift:

Teaching and hopefully Encouragement or Administration

Responsible to:

Team Three Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility.

Arrival Time:

Arrive one hour before service begins to tune instruments and walk through the worship music for that service.

VISION

Antioch in Acts in America

A large lay center church like Antioch sending their pastor and Teams to start reproducing churches in America and around the world

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

The Trainer's responsibility is to teach whatever Team Three needs to learn. Again, the secret of success in this leadership model is that the Trainer just does what a teacher loves to do and that is teaching. Obviously the teacher should have the gift of teaching.

1. Oversee training all positions in Team Three.
2. Perform all duties of a Music Tech Ministry member, if needed.
3. Maintain a good knowledge of the job descriptions for Music Tech Ministry Team so that you are ready to train a new person at any time.
4. Walk new Music Tech Ministry members through their job duties 45 minutes before the beginning of each service for the first four weeks. After that, be available and approachable for any questions and/or concerns that they may have.
5. Plan on spending one-on-one time with new trainees, preferable on the job.
6. Pay close attention to the pastor when he is training you. Remember you are responsible for training new people to carry out their job or duties the way the *pastor* wants it done, not how you think it should be done.
7. Give the Administrator a minimum of 24 hours notice if you cannot make it to service due to illness.

MISSION

To keep Christianity alive in America
To start churches like Antioch all over
America and around the world with our
full gospel message (like those cities
mentioned in Acts)
To change our world for Christ

TEAM THREE: MUSIC TECH MINISTRY

8. Maintain an understanding of the Administrator's duties so that you can fill in, in the event that the Administrator calls in sick.
9. Constantly encourage and help each person you train on the Team.

TEAM THREE: MUSIC TECH MINISTRY

TRAINING
FOR TEAM
THREE

MUSIC MINISTRY

BY:
DR. OWEN WESTON

TEAM THREE: MUSIC TECH MINISTRY

**JOB DESCRIPTION: SOUND ENGINEER
(1 PERSON NEEDED)**

Principle Function: The sound engineer is responsible for maintaining good sound through the equipment available for the music ministry.

Spiritual Gifts:

The gift of helps and service is the best for this area, but music is a talent given to any spiritual gift and is helpful in this position.

Responsible To:

Worship Leader

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive one hour before service begins to set up P.A., electrical equipment, etc. and walk through the worship music for that service.

TEAM THREE: MUSIC TECH MINISTRY

VISION MUSIC
MINISTRY TEAM:

To provide the love, acceptance,
friendliness and compassion of Christ to
the stranger and all those who come
through the doors of our church.

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

1. Come to all worship practices and services at least 60 minutes before required and be ready to start on time.
2. Make sure soundboard and related equipment is connected properly and in good working condition.
3. Stay up to date on the latest available equipment and see if it is available at a discount or used.
4. Work closely with the Worship Leader in keeping the volume of instruments and singers in the proper range.
5. Keep sound no louder than 100 db's. (This may be negotiable for different churches.) Remind the congregation that different seats are louder than others.
6. At the end of service, make sure "all" equipment is shut down and turned off
7. Make sure video tape is complete
8. Make sure room is cleaned up, locked and secured

Psalm 98:4-6

“Shout for joy to the LORD, all the earth, burst into jubilant song with music; make music to the LORD with the harp, with the harp and the sound of singing, with trumpets and the blast of the ram's horn— shout for joy before the LORD, the King.

TEAM THREE: MUSIC TECH MINISTRY

JOB DESCRIPTION: MUSIC TECH MINISTRY- CAMERA OPERATOR (1 PERSON NEEDED)

Principle Function: The Music Ministry is responsible for assisting the church in accessing the presence of God through worship, media, sound, and technology.

Spiritual Gifts:

The gift of “helps and service” is the best for this area, but music, a talent given to any spiritual gift, is preferred. The music program and the spiritual worship and support fit well under the person with the prophetic gift.

Responsible To:

Worship Leader

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive one hour before service begins to tune instruments and walk through the worship music for that service.

A growing church seeks out ways to produce the finest high-tech professional sight and sound in an exciting worship service, worship that is so exciting that people want to invite their friends.

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

1. At the end of service, make sure all equipment is shut down and turned off.
2. Make sure room is cleaned up, locked and secured.
3. Make sure a video tape is complete.
4. Come to all worship practices and services at least 60 minutes before required and be ready to start on time.
5. Worship in such a way that it draws the congregation into worshipping God.
6. Dress professional.
7. Look excited and alive while worshipping.
8. Work together with the other musicians so as to have an awesome band or orchestra for worship.
9. Be available to video footage for the sermon extras the pastor wants.
10. Be able to help find additional video footage the pastor may need.
11. Video all services the pastor wants recorded or transmitted on the web, T.V., etc.
12. Be available to work with the others in the Music Tech Ministry Team to present creative, exciting presentations each Sunday.

TEAM THREE: MUSIC TECH MINISTRY

JOB DESCRIPTION: ADMINISTRATOR-TEAM THREE

Principle Function: Provides leadership and administration to the team.

The following are additional duties for the Administrator of the Team.

Spiritual Gift:

Administration and, if possible, the secondary gift of Encouragement

Responsible to:

Pastor

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility.

Arrival Time:

Arrive one hour before service begins to allow for instruments to be turned and walk through the worship music for that service. Make sure PA, LCD, compute and cameras are set up.

TEAM THREE: MUSIC TECH MINISTRY

**JOB DESCRIPTION: MUSIC TECH MINISTRY-
LCD OPERATOR**

(1 PERSON NEEDED)

Principle Function: The Music Ministry is responsible for assisting the church in accessing the presence of God through worship, media, sound, and technology.

Spiritual Gifts:

The gift of “helps and service” is the best for this area, but music, a talent given to any spiritual gift, is preferred. The music program and the spiritual worship and support fit well under the person with the prophetic gift.

Responsible To:

Worship Leader

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive one hour before service begins to tune instruments and walk through the worship music for that service.

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

1. Oversee all positions in Team Three
2. Perform duties of Music Tech Ministry member, if needed and able.
3. Have the Secretary of Team Three check all necessary supplies to make sure they are in good order and available to Music Ministry (i.e. music stands, sheet music, microphones, etc.).
4. Appoint, with the approval of the pastor, a person having the appropriate gifts from the members of Team Three:
 - a. Appoint a Secretary/Treasurer, approved by the pastor, to oversee all of the recording and to assist the Administrator in taking care of all the “nuts and bolts” of Team Three. This person should score high in the gifts of “helps and service” and if possible they should be one of those positions already on the Team.

The Secretary/Treasurer in the small group has the gift of “helps and service” and does what most secretaries normally do. He/She keeps the role of those who are present and or absent, makes sure that the information on each participant is current: name address phone number, birth date, giftings, etc. The Secretary’s role is to make sure the material is present for the Team, recorded, and packed away afterward. If photocopies are needed, the Secretary’s job is to make sure the copies are made. Having the gifts of “helps and service” makes the Secretary enjoy this type of work.

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

1. At the end of service, make sure all equipment is shut down and turned off.
2. Make sure room is cleaned up, locked and secured.
3. Come to all worship practices and services at least 60 minutes before required and be ready to start on time.
4. Worship in such a way that it draws the congregation into worshipping God.
5. Dress professional.
6. Look excited and alive while worshipping.
7. Work together with the other musicians so as to have an awesome band or orchestra for worship.
8. Make sure all LCD projectors are set up and in focus.
9. Make sure you have the order of service as to which LCD or video, etc., is to be used in which part of the service.
10. Keep all screens in good order.
11. Be available to work with the others in the Music Tech Ministry Team to present creative, exciting presentations each Sunday.

TEAM THREE: MUSIC TECH MINISTRY

He/She is responsible for all funds used by the Team, keeping the records of who gave what amount, and the total amount of funds used, etc. (At our church the treasurer was responsible for reporting this to the main church treasurer. We found it easier to have one central treasurer system than each department having its own banking account. If items need to be purchased the treasurer is normally the one responsible for obtaining a check and possibly purchasing what is requested.)

- b. Appoint, with approval of the pastor, a Pastoral Care person (Group Leader).

Each Team in the church needs to have its own Pastoral Care in place. Each group needs to learn to take care of each other. The best person to make sure this happens would be the person with the “gift of Encouragement” or one who is called to be a “pastor.” This is the type of person that enjoys counseling, encouraging people on the phone, and often goes to visit people when they feel like they need to have a chat. This position is very important in the group. It takes a big load off the Pastoral Care responsibility of the administration and pastor. The Group Leader with the gift of Encouragement or Pastoral Care giftings enjoys this type of ministry immensely. He feels like it is his ministry to the body of Christ. The church needs “Group Leaders.”

TEAM THREE: MUSIC TECH MINISTRY

JOB DESCRIPTION: MUSIC TECH MINISTRY- COMPUTER OPERATOR (1 PERSON NEEDED)

Principle Function: The Music Ministry is responsible for assisting the church in accessing the presence of God through worship, media, sound, and technology.

Spiritual Gifts:

The gift of “helps and service” is the best for this area, but music, a talent given to any spiritual gift, is preferred. The music program and the spiritual worship and support fit well under the person with the prophetic gift.

Responsible To:

Worship Leader

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive one hour before service begins to tune instruments and walk through the worship music for that service.

TEAM THREE: MUSIC TECH MINISTRY

The main responsibility of the Group Leader is to telephone those in their Team. There should never be less than four to call each week; if they get as many as 13 to 14, a new Group Leader should be found to help them. On average, a Group Leader should have about seven people each week to call. When he telephones, it is extremely important that he does not act as a “watch dog.” The phone call is simply to pray for the person he is phoning, not to question them as to why he did nor did not attend the meeting. No one likes the “watch dog;” everyone enjoys a prayer partner.

The Pastoral Care person needs to telephone his Team people each week and say something like this: “Hi, this is your prayer partner, last week we were praying about your mom, how is she doing? What would you like me to pray about this week?” I have found that when the Group Leaders call and pray for their group, individuals that were not there for one reason or another will typically volunteer why they were not there without the Group Leader even asking. Many times they will also volunteer that they were not planning to be there the following week for whatever reason. So, Group Leaders become very important ingredients in knowing the attendance and commitment of the people in the Team. Group Leaders must also know how to keep confidentiality. He cannot share what has been told to them in confidence, not even to the pastor. To do so would violate that confidence and destroy the entire Pastoral Care program in the church.

TEAM THREE: MUSIC TECH MINISTRY

Responsibilities:

1. At the end of service, make sure all equipment is shut down and turned off.
2. Make sure room is cleaned up, locked and secured.
3. Come to all worship practices and services at least 60 minutes before required and be ready to start on time.
4. Worship in such a way that it draws the congregation into worshipping God.
5. Dress professional.
6. Look excited and alive while worshipping.
7. Work together with the other musicians so as to have an awesome band or orchestra for worship.
8. Be available to work with the others in the Music Tech Ministry Team to present creative, exciting presentations each Sunday.
9. Type out words for new songs in Power Point or on Transparencies (whichever applies).
10. Be sure to get all the music words, sermon outlines, and other items to Power Point and run through the computer before the service begins.
11. Present a quality high-tech look in all that is done.
12. Learn and present programs that will offer the finest presentation possible.

TEAM THREE: MUSIC TECH MINISTRY

If he does hear something that troubles them and he feels the pastor should know about it, he needs to encourage the individual to go and share it with the pastor. He might even agree to go with them. Whatever the circumstance is it is imperative that the Pastoral Care people are not gossipers and slanderers. The Bible says God hates gossipers and slanderers (Proverbs 6:16-19).

- c. Appoint, with approval of the pastor, a Fellowship Coordinator.

The Fellowship Coordinator is responsible for making sure there are refreshments at every activity. It is not the job of the Fellowship Coordinator to always purchase these refreshments but he/she is responsible for making sure someone is bringing these refreshments.

The Fellowship Coordinator is also responsible for icebreakers, fun and games in the group meetings. Every time the group gets together, it ought to be fun. There must be food, fun activities and fellowship. Christians have been known for this from their very inception in Acts 2:46. The Fellowship Coordinators must be careful that the icebreakers or the games he choose are not brainteasers that might show off a person's intelligence or lack thereof.

TEAM THREE: MUSIC TECH MINISTRY

JOB DESCRIPTION: MUSIC TECH MINISTRY-MUSICIAN

- **1 LEAD GUITAR**
- **1 RHYTHM GUITAR**
- **1 BASE GUITAR**
- **1 SYNTHESIZER**
- **1 DRUMMER**

Principle Function: The Music Ministry is responsible for assisting the church in accessing the presence of God through worship, media, sound, and technology.

Spiritual Gifts:

The gift of “helps and service” is the best for this area, but music, a talent given to any spiritual gift, is preferred. The music program and the spiritual worship and support fit well under the person with the prophetic gift.

Responsible To:

Worship Leader

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so he can take over this responsibility. The last four months are spent training this person to assume this role.

TEAM THREE: MUSIC TECH MINISTRY

The Fellowship Coordinator must make sure there is a time for Team prayer and ministry, especially during the meeting and training times.

The Fellowship Coordinator should have the gift of “prophecy,” but this is one area where the gifting may not be so important and any person needing a position or needing to be tied in could be given this role.

- d. Appoint, with approval from the pastor, an Outreach Leader.

The Outreach Leader has the responsibility of growing the Team. He has the gifts of “mercy” or “evangelism” and enjoys reaching out and contacting people. His main task is to grow the group he is in. He is like the evangelist to the church who is responsible for the outreach Ministry in that church. The Outreach Leader is constantly looking for activities and outings where the Team can win new people to the Team.

5. Listen for complaints from within the Team. Make every effort to maintain unity within the Team. If a matter is larger than you feel you can/should handle, encourage the person with the complaint to take the matter to the pastor or offer to go with the person to the pastor.
6. Be a leader that the group trusts and is comfortable with. Be a leader that leads with love and caring, not like a drill sergeant in the army.

TEAM THREE: MUSIC TECH MINISTRY

Arrival Time:

Arrive one hour before service begins to tune instruments and walk through the worship music for that service.

Responsibilities:

1. At the end of service, make sure all equipment is shut down and turned off.
2. Make sure stage area is cleaned up, locked and secured.
3. Come to all worship practices and services at least 60 minutes before required and be ready to start on time.
4. Worship in such a way that it draws the congregation into worshipping God.
5. Dress professional.
6. Look excited and alive while worshipping.
7. Work together with the other musicians so as to have an awesome band or orchestra for worship.
8. Assist the Worship Leader in finding sheet music for the new music/songs.
9. Make sure to vary the use of the different instruments to make the songs excitement and to allow the worship services to “build” in excitement.
10. Hold one hour rehearsals before each worship service to practice songs already learned.

TEAM THREE: MUSIC TECH MINISTRY

7. Keep all confidentiality. Help your Team engage in spiritual warfare. Remember the Enemy wants to keep them from maturing and using their spiritual gifts and so defeat them and the church.
8. Give your Trainer a minimum of 24 hours notice if you cannot make it to service due to illness.
9. Make sure the Trainer is familiar with your job description in the event he/she needs to fill in for you.
10. Have a fill-in for the Trainer in the event he/she cannot make it to service.
11. Have fill-in Music Ministry members that you can call to replace absentees (these should be those in training).
12. Try and help every person in each position on the Team to find and train their replacement. Such replacements must have comparable giftings and be approved by the pastor and trained with the help of the Trainer.

TEAM THREE: MUSIC TECH MINISTRY

11. Hold one two hour rehearsal a month to learn two new songs. It may be helpful to separate musicians and singers to learn songs.