

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 FOUR: WORSHIP LEADERS

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.

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

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 FOUR: WORSHIP LEADERS

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 a drill sergeant in the army.
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.

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 FOUR: WORSHIP LEADERS

8. Give your Trainer a minimum of 24 hours notice if you cannot make it to service due to illness.
9. Assign positions to the Worship Leaders as to where they will be on the stage during worship.
10. Make sure the Trainer is familiar with your job description in the event he/she needs to fill in for you.
11. Have a fill-in for the Trainer in the event he/she cannot make it to service.
12. Have fill-in Worship Leaders that you can call to replace absentees (these should be those in training).
13. 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 to train with the help of the Trainer.

TEAM FOUR: WORSHIP LEADERS

TRAINING
FOR TEAM
FOUR

WORSHIP LEADERS

BY:
DR. OWEN WESTON

TEAM FOUR: WORSHIP LEADERS

JOB DESCRIPTION: TRAINER-TEAM FOUR

Principle Function: Provide leadership for Team Four 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. Gifts of Encouragement or Administration would be helpful.

Responsible to:

Team Four 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 in training; the second four-month period is for you to do the task while seeking someone to be trained so he/she can take over this responsibility.

Arrival Time:

Arrive 90 minutes before service to walk new trainees through their job duties. Be in your designated position one hour prior to service to walk through the music selected for that service.

VISION WORSHIP LEADERS:

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

TEAM FOUR: WORSHIP LEADERS

Responsibilities:

The Trainer's responsibility is to teach whatever Team Four 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 Four.
2. Perform all duties of a Worship Leader, if needed.
3. Maintain a good knowledge of the job descriptions for Worship Leaders so that you are ready to train a new person at any time.
4. Walk new Worship Leaders through their job duties 90 minutes before the beginning of each service for the first four weeks. After that, be available and approachable for any questions and/or concerns 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.

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 FOUR: WORSHIP LEADERS

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

TEAM FOUR: WORSHIP LEADERS

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 FOUR: WORSHIP LEADERS

JOB DESCRIPTION: WORSHIP LEADER (4 PEOPLE NEEDED)

Principle Function: The minister of Music is responsible for assisting the church in planning, conduction, and evaluation a comprehensive Music Ministry.

Spiritual Gifts:

The gift of teaching is the best for this area, but music is a talent given to any spiritual gift. The music program and the spiritual worship and player fit well under the person with the prophetic gift.

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 training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive 90 minutes before service to walk new trainees through their job duties. Be in your designated position one hour prior to service to walk through the music selected for that service.

TEAM FOUR: WORSHIP LEADERS

JOB DESCRIPTION: ADMINISTRATOR-TEAM FOUR

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 they can take over this responsibility.

Arrival Time:

Arrive 90 minutes before service to walk new trainees through their job duties. Be in your designated position one hour prior to service to walk through the music selected for that service.

TEAM FOUR: WORSHIP LEADERS

Responsibilities:

1. With the help of the pastor and the Administrator, select a head Worship Leader that coordinates the Worship Team.
2. Stay in close contact with the pastor. If possible, be aware of any series or theme that he has planned for a particular service.
3. Prepare a list of songs to be performed for each service. Be sure to pray and ask for God's plan in developing this list. Plans should be made in advance and never the morning of a service.
4. Keep a list of songs/music in your repertoire to use in case of last minute changes.
5. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
6. Keep a list of resources where you can find chords and sheet music to songs and/or musicians who are able to write out music.
7. Hold one hour rehearsals before each worship service to practice songs already learned.
8. Hold one two hour rehearsal a month to learn two new songs. It may be helpful to separate musicians and singers to learn songs.
9. Using three fast songs and three slow songs each service usually works best. (It's not the formula, it's the spirit of God moving that creates the worship atmosphere).

TEAM FOUR: WORSHIP LEADERS

Responsibilities:

1. Oversee all positions in Team Four.
2. Perform all duties of a Worship Leader, if needed.
3. Have the Secretary of Team Four check all necessary supplies to make sure they are in good order and available to the Worship Leaders (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 Four. 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 FOUR: WORSHIP LEADERS

10. Do not repeat songs more than once a month unless it's a brand new song.
11. If the Spirit is moving, rely on the pastor to keep worship going or to cut it off sooner.
12. If a word of prophesy is given, allow the pastor to decide if he wants to continue the worship service "as is" or make adjustments according to the movement of the Holy Spirit.
13. When looking for another song to fit in a selection, look at the repertoire list and find a song that has not been done in a while. (Look for a song related in key and tempo).
14. Use VIP principle at rehearsal. (Speak *Vision*; never assume they have the vision. Bring *Information*, the nuts and bolts of rehearsing. *Praise*, commend the Team on how they are doing and working hard.)
15. Open rehearsal in prayer.
16. Have five back-ups for each musician and singer.
17. Teach the Worship Team to worship with the same expression and body language that you would use to tell your spouse that you love them. Remind them that they are worshipers expressing themselves to God. Smile. This is not the time to act humble. You must demonstrate exciting worship.
18. Choose music for altar call that is not distracting. It should be background music. Do not choose old hymns that may draw people back into childhood habits.

TEAM FOUR: WORSHIP LEADERS

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 FOUR: WORSHIP LEADERS

19. Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
20. Coordinate the Church Music Ministry with the calendar and emphases of the church.
20. Work with the Music Committee in determining Music Ministry goals, organization, leadership, facilities, finances and administrative process.
21. Assist the pastor in planning congregational services of the church; be responsible for the selection of music.
22. Be aware of weddings and funerals to be held in the church, be available for counsel and arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
23. Direct music groups and congregational singing.
24. Be responsible for enlisting and training leaders for the Church Music Ministry in cooperation with the church nominating committee or pastor if you do not have a nominating committee.
25. Supervise the work of all music leaders in the Music Ministry.
26. Work in cooperation with the appropriate persons including the nominating committee in selecting, enlisting, training, and counseling with song leaders, accompanist, and other musicians who serve in church program organizations.

TEAM FOUR: WORSHIP LEADERS

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 FOUR: WORSHIP LEADERS

27. Coordinate the performance schedules of music groups and individuals in the functions of the church.
28. Give direction to Music Ministry plan of visitation and enlistment.
29. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the church's program.
30. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
31. Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
32. In consultation with the Music Committee prepare an annual budget to be recommended to the Budget Planning Committee.