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## Music Ministry Policy

### May 2022

PHILOSOPHY — Latest Revision — 2022

**Music Ministry Mission: The music ministry of Calvary Baptist Church exists to glorify God through being and making lifetime followers of Jesus Christ by means of music.**

**Vision: Every member of the congregation singing and participating in congregational music, and 25% of attendance involved in specialized and trained music ministry.**

#### **We Believe:**

- Music was created by God. Ezekiel 28:13
  - Music is not the invention of man. It is a creation of God. Certainly man has taken what God has made and sought out many inventions with it, but ultimately, it is God's creation. Therefore the study and right use of music is our sacred duty, and should be a holy delight!
- Music is a powerful influence on people's emotions, which in turn can influence their spiritual decisions. Dan. 3:5; I Sam. 16:23
  - Music in general is capable of strongly influencing people for good or evil. Music cannot cause men to commit righteous or unrighteous deeds; however, it can sometimes create and reflect moods and emotions that lead to one or the other. As musicians we are not here to manipulate people into worship. Each individual should arrive prepared to worship. We are not "worship teams" bringing people into an attitude of worship. We are worshippers alongside other worshippers worshipping together. Our priority is not to make people feel good necessarily. Our priority is to provide an opportunity for obedience in worship. People may or may not feel good as a result.
- Christians should exercise discernment in their music choices. I Cor. 2:15
  - Because of its great power, music should be used with great discernment. Just as we will answer to God for every "idle word", so we will answer to God for every use of this universal language called music. The difficulty of discernment in this area is readily admitted, but this does not change the fact that discernment is to be used.
- Christians should submit to and trust their church leaders in music ministry matters. Heb. 13:17

- As in other areas of the Christian life and experience within the church, believers should exercise a degree of trust in their church leaders in the area of music. The attitude of heart and mind is of great importance in all matters of faith and practice. Christians should humbly offer input to church leaders and seek to live peacefully and graciously with the brethren.
- As much as lies within us we are to follow peace with all men. Creating division among brethren is not our calling—not even in music matters. An atmosphere of peaceful dialog is the most conducive to the righteous implementation of music in our public worship. Rom. 12:18

### **Our Basic Principles On Music:**

1. There is some music that NO Christian should listen to. This is usually clearly discernable due to the lyrics. Words in music are by far the easiest aspect of music to discern. They are the most objective element of a song. If the lyrics are not pleasing to God, we should not listen. In worship if the lyrics are not doctrinally sound, we should not sing them.
2. There is other music that requires discernment due to style. By style we mean the “sound” created by the melody, harmony, and rhythm. While discernment here is more difficult due to cultural and experimental variables, every Christian should still seek to answer the question — “is the style of this music appropriate for me to listen to”? While there are some poor uses of composition elements which can rightly be called “bad”, it is very difficult to say that a specific melodic, harmonic, or rhythmic structure is “righteous” or “sinful”. The effect of the style upon the individual, and the appropriateness of the style to the occasion should be weighed when discerning the style one should or should not listen to. The principles of Christian liberty should be exercised here as well. It is not liberty to cause brethren to stumble, or liberty to impose extra-biblical convictions on other believers, but rather liberty to govern one’s own use of music to the edification of others and the glory of God.
3. Once in the realm of what a Christian may clearly and righteously hear and play, another level of discernment must be made, and this is solely based on the principles of Christian Liberty. “What will I listen to in private, with my family, and in public?” These are decisions in which no one should seek to bind the conscience of another, but each person must earnestly seek to have their own conscience guided only by a thorough and honest assessment of the applicable biblical data.
4. Within the realm of PUBLIC music lays the area of our main concern at CBC. It is the music within our Public worship that is the subject of this document
5. The Music Pastor/Director oversees the processes whereby these choices are made and implemented. He does so under the oversight of the pastors of CBC, and with the recommendations of the Music Committee (if applicable).
6. Church music in our society has been subjected to violent mood swings. It has gotten so bad, that many churches have adopted two kinds of services: conservative and contemporary. We believe this position to be based on people’s happiness rather than their holiness. Our philosophy is that the music for public worship can and should be implemented in a way that keeps ALL of the church members fulfilling the biblical goal of God-glorifying music in our worship: praising God together!
7. While we are not here to entertain, serve whims, set specific moods, detract from preaching, make people happy, or please ourselves, we are here to serve others by ensuring that God’s people are enabled to worship Him in Spirit and in truth using music.
8. We are NOT pushing a specific agenda, nor are we moving away from one position to another. We ARE implementing those musical elements that, under our leadership, we believe will best reach our goals. In doing so, it is not our intent to offend. We will gauge

very carefully the input from leaders and members on the effect of the music ministry. If in the process of implementing these elements there is friction created, we fully expect that graciousness will be practiced both among members and leaders. This is best done in an atmosphere where each is more eager to understand than to be understood. Not only will we listen as a pastor, leader, or committee, but we will seek to educate others using the philosophy laid out in this presentation.

The intent of the Music Pastor/Director and/or the Music Committee is to guide the Calvary Baptist Church Music Ministry so as to reach our goals as stated in the Mission and Vision. We will continuously ask the question “Are we accomplishing our mission and moving toward our vision?” We will consistently seek to avoid petty distractions that engender strife rather than good-will. We will practice graciousness as we expect it to be practiced.

### **We Expect:**

- 100% participation.

There are 3 requirements for successful music in our public worship:

- Faithfulness
- Faithfulness
- Faithfulness

Be there. . . congregational and ministry music.

Be singing. . . congregational and ministry music.

Come to serve, not to be served. . . “What can I give?” . . . not “What can I get?”

- Freedom for participants to have their peaceful, humble input.
  - Every member should be free to express their thoughts at any time to the Music Pastor and Church Leaders in a humble, peaceful manner. Willingness of each participant to not demand their way. Every member should understand that having a say is not the same as having your way. The Music Pastor and/or Church Leaders will consider any input on the music ministry with prayer and study. They will implement any needed changes according to Scripture and/or wisdom.
- Seeking to understand before seeking to be understood.
  - If something in the Music Ministry concerns you or leaves you asking questions, please approach the subject and the person involved with a listening spirit rather than a divisive spirit. It is amazing how much can be learned when one practices the art of listening and closing communication loops.
- Focus on the Mission and Vision, not on personal agendas.
  - Think Big! Read and re-read our Mission and Vision... until you can repeat it by heart! Come to our public worship with these goals in mind. Be willing to set personal agendas aside for the overall good of the entire congregation.

STANDARDS, GUIDELINES, AND DEFENITIONS — Latest Revision — 08-22-21
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I Corinthians 14:40 — “Let all things be done decently and in order.”

## Music Ministry Standards for Choirs and Ministry Music (Specials)

### General Participation Guidelines

1. You must be at least 13 years old.
2. You must be a member in good standing of CBC.
3. You must be faithful in Church attendance.
4. You must agree to abide by the CBC Music guidelines when ministering.
5. Children (members and non-members) under 13 may sing specials or play offertories on Sunday evenings. However, upon turning 13, one must conform to guidelines 1-4.
6. Youth (Middle School, members and non-members) may sing in the Middle School Choir, or with their parents (who are members) in family specials.
7. Individuals who are not members of CBC may participate at the discretion of the Music Pastor/Director. In general, they...
  - a. must either
    - i. Be members in good standing of a local church of like faith and practice, or...
    - ii. Fit under the special circumstances section of the general church membership policy,
  - b. must agree to abide by the CBC Music Ministry guidelines.

In order to provide an atmosphere of worship and praise in our Music Ministry, the CBC holds to the following standards:

#### 1. When choosing your Ministry Music:

- Choose music that has a prominent, pleasing melody line with supportive harmony that does not clash with the melody. Avoid rhythmic structures that overpower the melody and harmony, or detract from the message and purpose of the song (e.g. ‘rock’, jazz, blue-grass, country western, honky-tonk, rag, etc.)
- Review the lyrics to ensure that they are theologically sound.
- NOTE: You may check out music from the Church Music Room for use in Ministry Music. Please record what you use on the checkout log. The Choir Secretary will monitor checkouts and returns. If you are purchasing music for Ministry Music, please be sure you purchase enough copies for your accompanist and all singers. You may not make copies of music without written permission from the copyright holder (see copyright guidelines).

#### 2. As you prepare to present your Ministry Music, remember the following:

- -If you fail to plan, plan to fail.
- Plan ahead appropriately to allow time for:
  - Getting LEGAL COPIES of your music (see copyright guidelines).
  - Rehearsing the mechanics and technique of the music as many times as is required —recommended number of rehearsal times is three.
  - Rehearsing with the accompanist (if you are using one). Please give your music to your accompanist at least two weeks prior to ministry. During one of your rehearsals, find someone who can give you a musical critique.
- Remember to have a copy of your music for the deaf ministry interpreter. (You are allowed to photocopy for this purpose)
- On the day of your ministry be sure you have communicated with the sound engineer for a microphone check if needed. Other ministries practice on Sunday morning and

evening prior to services as well, so please check with the Music Pastor/Director for information on other rehearsals on your specific Sunday.

### 3. Dress Modestly

- Men should wear a tie and preferably a suit or sport coat. Hair, beards and mustaches should be kept neat and trimmed in a manner that does not distract from the ministry of the music.
- Women should wear a dress or skirt and blouse of modest cut, or dress slacks with a modest top. This means that the dress or skirt is knee-length when **standing**. If your music ministry requires that you are seated on the platform (such as choir), the dress or skirt should reach below the knees when **seated**. Slacks should be of the “dressy” variety, and not denim, yoga, or extremely form fitting. The blouse or the bodice of the dress should also be cut high enough on the neck line so as to cover the bust when **standing or leaning over**. Halters and spaghetti-strap dresses are not appropriate for use in CBC Music Ministries.
- Make sure that your clothing and grooming do not detract from the ministry of your music. Modesty is not calling undue attention to oneself or to aspects of oneself that are not to be attended to.

The following are encouraged guidelines for CBC music ministries:

#### 1. Presentation Guidelines

- Look up from the music regularly and use proper facial expression. A dead-pan face is as distracting from the music and message as an over-expressive face. Let your own worship and meditation on the message of the song be clearly and powerfully seen on your face.
- Enunciate the words clearly. Over enunciation (clear and crisp consonants), though unnatural feeling to the singer, is desired and pleasing to the ear of the listener while helping the listener to understand the text.
- Keep body movements relaxed and discreet. People should be drawn to your face, not your body.
- If the microphones are in the stands, leave them there. If you are using a handheld mic, do not use it as a prop. A good position is holding the microphone around the chin area. This allows your face to be seen and the microphone to be a tool and not a prop.
- Strive for excellence by hitting the notes precisely on pitch. Slurring and sliding into notes is discouraged.
- “Make a joyful noise unto the Lord!”

#### 2. Adult Choir Guidelines

##### a. Membership

- 1) Members must be at least 14 years of age.
- 2) Members must be a member in good standing of Calvary Baptist Church.
- 3) Members must read and agree to abide by the Standards and Guidelines section of this document.
- 4) Members must commit to attending the scheduled practices and ministries unless providentially hindered, or you have communicated with the choir director personally or through the current absence tracking system.
- 5) NOTE: If you anticipate encountering multiple attendance problems due to special situations, please discuss your choir membership with the Choir Pastor/Director. If

- you miss 6 weeks in a row, or 8 weeks in a 16 week period, you **may** be asked to step down from the choir ministry. Special discretion is reserved for the Music Pastor/Director.
- b. Rehearsals, Ministries, and Breaks
    - 1) Rehearsal - every Sunday afternoon from 4:30 PM to 5:45 PM.
    - 2) Warm Up - every Sunday morning from 8:45 AM to 9:00 AM.
    - 3) Ministry – every Sunday morning worship service other than Children’s Choir Sundays.
    - 4) Ministry – Christmas, Easter, Choral Clinic and Missions Conference on rotation with the other music ministries.
    - 5) Summer Break generally starts after the Sunday preceding Memorial day. The next season begins with practice 2-3 weeks before the first Sunday of September which is generally the first presentation of music for the season.
    - 6) A winter break following the Christmas program may be taken at the discretion of the choir director and/or Music Pastor.
  - c. Music Folders
    - 1) Each member will have a numbered folder with your music provided for you.
    - 2) Members are expected to use PENCIL to mark your music.
    - 3) Members may take your music home if necessary, but will be responsible to bring it with you for each rehearsal and ministry, as well as returning it after we have finished with it.
    - 4) In an effort to extend our music budget as far as possible, there may be times when we will purchase one copy for every two choir members.

### 3. Instrumental Special Music Guidelines

- a. An offertory is a ministry, a way of encouraging others to think on the message of the song. Since offertories are usually instrumental by nature, we have established the following policies to guide you in your selection.
- b. Selection guidelines
  - 1) Please make sure the piece is generally known by members in our church.
  - 2) If your selection incorporates classical music or other melodies, please make sure that the hymn or chorus is predominant.
  - 3) If you have a question about the appropriateness of your piece, please contact the Music Pastor/Director.
  - 4) Style - Please make sure your selection avoids the musical styles of Blues, Rock, Country Western, etc.
- c. Special Circumstances
  - 1) While some musical techniques can be showy and/or distracting, we know that there are instances in which they are desired and acceptable for a certain effect.
  - 2) If you choose a piece that incorporates a questionable technique, please contact the Music Pastor/Director.
- d. Responsibilities
  - 1) Inform Deaf Ministry of title and/or text
  - 2) If you are unable to fulfill your commitment to do an offertory, please notify the Music Pastor/Director and/or offertory coordinator. Do not find your own replacement.
  - 3) If you decide to do a duet or ensemble, the other members must fit into the requirements of this document, or you must clear the choice of your partners with the Music Pastor/Director.
  - 4) Please refer to the general music policy for matters concerning dress code, copyright, age guidelines, membership requirements, etc.

- 5) Thank you for your willingness to minister through offertories. Faithfulness to your commitment is necessary to ensure order during the worship service.
4. Music for special events
    - a. On occasion there are special events (i.e. weddings and graduations) where music is desired. All such music is subject to approval of the Music Pastor/Director. The following are some things to keep in mind when selecting music for such occasions.
      - 1) Remember that these occasions are still done “before the Lord” and as such we must use discernment in musical choices. We are also in the building that we all associate with the worship education of our Holy Lord.
      - 2) Though the music standards applied to normal church services will not be strictly applied to these events, the selections should not seek to stray “too far” from what is generally acceptable at Calvary Baptist Church.
      - 3) Generally speaking please avoid music that is strongly related to or sounds like the music of the degenerate pop culture. Please avoid music where the rhythm is dominant over the melody and harmony. Please avoid music that has distasteful or sinful associations. Where these lines are drawn is in the discernment of the Music Pastor/Director.
    - b. It is understandable that at these important life events you really want to have that certain piece of music, and so things can get very emotional. However, please remember to have a sweet and humble spirit in dealing with these matters.

#### COPYRIGHT GUIDELINES

I Peter 2:13 — “Submit yourselves to every ordinance of man for the Lord’s sake.” Exodus 20:15 — “Thou shalt not steal.”

The CCLI License which the Church may purchase from year to year, allows for copying music under the following conditions:

1. It must be for the purpose of congregational singing.
2. It must be listed under the CCLI Approved Publishers List.
3. It must be in ‘hymn’ or ‘chorus’ format — no special arrangements.

The CCLI License does NOT allow for the following:

1. Making copies of music for performance — Choral or Special.
2. Making copies of special arrangements for congregational singing.

In general, the purpose of the CCLI License is to enable the reproduction of hymns and worship songs for congregational singing. It allows the composers of this music to receive payment for their work through the licensing fees. It has nothing to do with music for performance. Issues related to performance music are covered under Federal Copyright Law. . . not the CCLI License.

#### FEDERAL COPYRIGHT LAW GUIDELINES:

You may make a legal copy of music ONLY if you meet one or more of the following criteria:

1. You have written permission from the copyright holder.
2. You are making a controlled copy for the hearing or visually impaired.
3. You are making a “convenience copy”.

There has been a lot of confusion regarding the “convenience copy”. Please note the following:

A convenience copy is NOT a copy or copies you make because you do not have enough music to go around! A convenience copy is only allowed under the following conditions:

1. You already have enough original copies to perform the music — accompanist copies included. In other words, for each convenience copy that you make, you must have an original that is set aside and not used.

2. You need a copy for the sake of format — easier to read for parts, easier to fold out, markups so as not to mark on originals, etc.

Copies that do not comply with these guidelines are an infringement of copyright, and are subject to prosecution under federal law. Of greater importance to us, it is stealing. . . a violation of Divine Law.

If you have any questions about this information, please ask the Music Pastor/Director for clarification.

## ROLES AND RESPONSIBILITIES

### Music Pastor/Director

- Oversees all matters related to music ministries in the church.
- Chairs the Music Committee. (if convened)
- Plans and Provides weekly order of service information to all persons involved.

### Choir Director (if separate)

- Leads Adult Choir and oversees all other choir conducting under the authority of the Music Pastor/Director and Church Leaders.
- Is advised in musical matters by the Music Pastor/Director and Music Committee (if applicable).

### Song Leaders

- Lead congregational singing under the direction of the Music Pastor/Director.

### Choir Secretary

- Maintains the 'Commitment Sheet' file.
- Monitors attendance at Adult Choir rehearsals and ministries.
- Keeps all 'incoming' and 'outgoing' choir music properly filed in the Church Music room.
- Monitors music that has been checked out for ministry music.

### Music Committee (if convened)

- Serves under the authority of the Church Leaders.
- Serves as the music advisory board to the Music Pastor/Director, Choir Director (if separate), and all music ministries.