



# END OF CHOIR DEPARTMENT OPERATIONAL MANUAL

RCCG Victory House, Auckland, New Zealand

Version 1  
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## 1.0 Introduction

This document has been put together to provide guidelines on what is expected from Choristers in fulfilling their God-given ministry in the choir at the Redeemed Christian Church of God, Victory House, Auckland.

In this document, the choir will hereon be referred Victorious Voices.

### 1.1 The Choir Department

Victorious Voices is a collection of born again children of God who have been set apart to minister to God and His people through Music. The team is made up of both instrumentalists and vocalists.

The Mission Statement of the Choir is

***“To ensure our ministrations are delivered skilfully and in such a manner that it will lead God’s people into the presence of God in worship irrespective of their nationality, race or colour”***

In addition,

***“To in the unity of faith and love inspire God’s people to imbibe worship as a lifestyle”***

### 1.1 Expectations from Choir Members

#### 1.1.1 Spiritual Responsibility

All members (both instrumentalists and vocalists) are expected to maintain a high level of spirituality at all times to enable them effectively minister to God’s People. The Choir is not a ministry of entertainment, it is a ministry that depends on the Holy Spirit as the lead in order to minister songs that will transform and bless lives.

Therefore, each choir member is expected to:

- a) Spend quality time praying and worshipping God in their closet in order to effectively lead God’s people in the open.
- b) Spend quality time studying and listening to the Word of God as we’re ministers of God.

Remember Malachi 3: 3-4

***<sup>3</sup>And he shall sit as a refiner and purifier of silver: and he shall purify the sons of Levi, and purge them as gold and silver, that they may offer unto the LORD an offering in righteousness.***

***<sup>4</sup>Then shall the offering of Judah and Jerusalem be pleasant unto the LORD, as in the days of old, and as in former years***

#### 1.1.2 Responsibility to Self-Improvement

All members are expected to continue to seek opportunities to improve themselves musically to further enhance their skills. While the church will provide opportunities for choir members to improve themselves, each member is also encouraged to take it as a personal responsibility.

Therefore each choir member is encouraged to:

- a) Read, listen to and watch materials that will improve you as a musician and music minister.
- b) Attend concerts, seminars and programmes that will assist in improving your music ministry.
- c) Practice regularly to continually improve on your skills.
- d) Seek opportunities to learn or improve on at least one musical instrument

### 1.1.3 Responsibility to Victorious Voices | RCCG Victory House

Victorious Voices as a department of the Redeemed Christian Church of God, Victory House is expected to abide by the regulations of the Church. Accordingly, every member of the department is expected to be:

- a) **Subject to Authority:** The kingdom of God is a Theocracy and not a democracy as such every member is expected to obey instructions given by the Pastorate and the Leader(s) of the Choir Department.

*“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you” - Heb.13:17*

- b) **Involved in Church Activities:** As responsible workers in His vineyard, members are expected to come regularly and punctually for church services and meetings. These meetings include: Workers Meetings, Midweek Service, Sunday school, Special Services/Meetings, Sunday Services

“Not forsaking the assembling of ourselves together, as the manner of some is” - Heb.10:25

- c) **Regular and Punctual for Workers’ Meeting:** This helps to prepare the members for the work of the day and to receive important information meant for workers only. As instructed by the Pastor, any member who does not attend the workers’ meeting for the day will not be allowed to work without a special approval from the Pastor.
- d) **Regular and Punctual for all meetings** organized by the Choir Department
- e) **Prayerfully prepare** for any activity he/she may be assigned to perform
- f) **Available** for any tasks assigned during the services and meetings.
- g) **Committed to providing excellent service** for any assigned tasks within the Department and church at large.

### 1.1.4 Conduct during Practice/ Rehearsal

The Choir shall meet at least 2 times every week (or as decided by the team leader) to effectively rehearse for ministrations. At each of these meetings, the following is expected from each member:

- a) All members are encouraged to be punctual. A maximum of 10 minutes grace period (with cogent reasons) will be allowed after which he / she will be sanctioned accordingly.
- b) The first 15 minutes of the Choir practice shall be devoted to prayers /worship and exhortation. Any choir member who misses this period shall not be allowed to minister with the choir on the next Service day.

- c) Any member who will not be available for practice should have informed the choir leadership **at least one hour before** the time for practice.
- d) All choir members should endeavour not to miss more than 2 choir meetings in a month.
- e) All choir members are expected to come for practice with their notebooks and pen and sit according to their parts (for vocalists) and their roles (for instrumentalists).
- f) A high level of discipline is expected during practice – minimal side talks and distractions.
- g) Every choir member is expected to have listened to the relevant songs prior to the practice time. Instrumentalists should have also ‘scored’ the songs before the practice.
- h) The time schedule put up for choir practice is to be strictly followed.
- i) During the choir practice for special occasions, there shall be a dress rehearsal period which will be an exact pre-play of what is to be done during the ministration day – there is no room for errors.
- j) Being good Christians, all choir members are expected to give and receive correction in love.
- k) Praise Leaders are expected to have met/discussed with the instrumentalists before the general practice to ensure smooth running during the general practice.

### **1.1.5 Conduct during Church Service**

All choir members that have attended rehearsals are expected to be present for the relevant Church Service. During the Service, the following is expected of all choir members – including instrumentalists:

- a) Fully **comply with the agreed choir dress code**.
- b) Punctually attend the **Oil for the Lamp** (on Sunday) before the service where applicable.
- c) Punctually attend Wednesday Fellowship before the rehearsal.
- d) Pray with the rest of the team before the start of Sunday Service.
- e) Actively **participate in the Service** – prayers, bible reading, Sunday school, sermon etc. – the choir is next in line to the ministers and should display the accorded level of discipline and responsibility.
- f) **Keep to what was agreed during the rehearsals**; except where otherwise approved by the choir leadership.
- g) Be ready to immediately back up impromptu songs raised during the course of the Service.
  - Choristers assigned to leading/ backing-up songs on the microphone are expected to keep this as their primarily responsibility for the Service.

## **1.2 Choir Meeting Schedules and Rosters**

### **1.2.1 Choir Uniform Rosters**

- a) A roster specifying the colour codes for the services will be prepared on a monthly basis. All choir members are expected to fully comply with the colour codes at all times.

- b) The colour code for any particular Service may be changed at the discretion of the Choir Leadership.
- c) If required for special occasions, the church will provide choir uniforms for all members.

### **1.2.2 Midweek Service Rosters**

- a) A roster specifying the choir member to lead the praise/worship for the midweek service will be prepared on a monthly basis.
- b) Any assigned choir member on the roster **is expected to perform this duty or make an alternative arrangement**, with the approval of the Choir Leadership.
- c) The assigned choir member to lead praise/worship **will also be responsible for raising songs during the offering**.
- d) Instrumentalists are expected to provide an adequate cover for all midweek services for at least the keyboard and the drum set.
- e) All choir members are expected to be punctual and regular for midweek service to assist with backing-up.

### **1.2.3 Praise & Worship Rosters**

- a) A roster specifying the choir member to lead the worship for Sunday services will be prepared on a monthly basis.
- b) All choir members are to check the roster regularly to note where they are assigned in order to perform accordingly.
- c) The assigned praise/worship leader is expected to have prayerfully selected and arranged the songs well ahead of time.
- d) The songs should be written/typed out in at least 3 copies to make it easy for the instrumentalists and technical team to follow along.
- e) If there are any new songs, the praise/worship leader is expected to inform all back-up singers before the practice day.
- f) The assigned praise/worship leader is expected to meet/discuss with the instrumentalists to work together on the song selection and arrangement before the time allotted for general choir practice.
- g) Instrumentalists are expected to cooperate with the Praise Leaders in ensuring this occurs as required.
- h) Leaders of Offering Song and Thanksgiving songs will also be put on the roster. It is the responsibility of the person assigned to seek cover/replacement where required, with the approval of the team leader.

### **1.2.4 Choir Ministration Songs (Special Songs)**

- a) Ministration Songs for all services in a month will be selected prior to the beginning of that month. Choir members are encouraged to submit song to our database via this link: <https://goo.gl/forms/1YhbrlSh99DqOnkr2>
- b) These songs will sent the chat group for members to individually prepare before choir meetings.
- c) All choir members are expected to listen to the ministration songs and know them before the scheduled date of rehearsal.

- d) This same approach will also be adopted for special programmes to make the practice time more effective

### 1.2.5 Choir Practice Time Schedule

In order to ensure adequate respect for everyone's time the choir practice will have the following is a recommended schedule:

#### Saturday Rehearsals

| S/N | Activity                                       | Duration       |
|-----|------------------------------------------------|----------------|
| 1.  | Opening Prayer, Worship & Exhortation          | 15mins         |
| 2.  | Offering practice                              | 10mins         |
| 3.  | Sunday's Special Song                          | 30mins         |
| 4.  | Next Sunday's Song Brief Practice              | 20mins         |
| 5.  | Upper Sunday's song listening                  | 10mins         |
| 6.  | Sunday's Special Song - <b>dress rehearsal</b> | 10mins         |
| 7.  | Any other business                             | 20mins         |
| 8.  | Closing Prayer                                 | 5min           |
|     | <b>TOTAL</b>                                   | <b>2 hours</b> |

#### Wednesday Rehearsals

| S/N | Activity                             | Duration       |
|-----|--------------------------------------|----------------|
| 1.  | Opening Prayer                       | 5mins          |
| 2.  | Hymn Practice                        | 10mins         |
| 3.  | Sunday's Praise & Worship            | 30mins         |
| 4.  | Sunday's Special Song Rough Practice | 10mins         |
| 5.  | Discussion & Closing Prayer          | 5mins          |
|     | <b>TOTAL</b>                         | <b>1 hours</b> |

\*This schedule may be changed from time to time as the Choir leadership is led

### 1.2.6 Quarterly Choir Retreat

The choir shall endeavour to have retreats every quarter for both spiritual and social reasons.

- The **Spiritual Retreat** shall be focussed on **rekindling the passion for ministry and music amongst members** of the Choir.
- The **Social Retreat** shall be focussed on **further improving the spirit of love and oneness** in the Choir.

- c) The exact date and mode of these services will be decided on a case by case basis. These meetings will take place in June and December each year.
- d) All choir members **are to come fasting** in preparation towards this meeting
- e) Any choir member who is absent for the meeting without informing the Choir leader prior to the meeting will not be allowed to minister for a whole month, unless consented to by the Choir Leader
- To ensure proper use of time, the meetings are recommended to follow the schedule below:

| Activity                         | Duration      |
|----------------------------------|---------------|
| Opening Worship                  | 10mins        |
| Prayers                          | 20mins        |
| Review of Last 6 Months          | 45mins        |
| BREAK                            | 15mins        |
| Plans for Coming 6 Months        | 45mins        |
| Learning new songs from database | 40mins        |
| Closing & Prayers                | 5mins         |
| <b>TOTAL</b>                     | <b>3hours</b> |

\*This schedule may be changed from time to time as the Choir leadership is led.

### 1.3 Guidelines for New Members

- a) Intending members **must apply** to the choir leadership.
- b) Applications will be reviewed and **audition must be passed** before appointment.
- c) All new members of the Choir shall be required to undergo a Probation Period of 4 weeks
- d) During this period, the new member shall be expected to come for all choir meetings – both choir practice and prayer meetings.
- e) During this period, the new member shall not be ministering with the choir in the services but shall be under assessment.
- f) During this period, the new member is expected to acquire at least 50% of the choir uniforms to allow them minister with the choir at the end of their probation.
- g) The new member is expected to learn the regular songs that are performed in the choir in order to effectively participate in the choir.
- h) The conduct of the new member during the probation period will greatly determine if the member will be formally admitted into the choir or will have to undergo further probation.

## 1.4 Choir Management

### 1.4.1 Choir Executive Committee (EXCO)

To ensure that the Choir is managed in an effective and efficient manner, a Choir Executive Committee shall be nominated and they will be responsible for leading and coordinating the various activities of the Choir as detailed below;

- **Music Director | Samuel Ekundayo**
  - ✓ Spiritual and Musical Leadership
  - ✓ Select special songs for services
  - ✓ Review praise/worship lists
  - ✓ Coordinate Choir Practice
  - ✓ Set and enforce discipline standards
  - ✓ Coach instrumentalists (when instrumental knowledge is present)
  - ✓ Coach choristers in, music & ministry
  - ✓ Prepare monthly Choir rosters
- **Administration | Sister Timi Ejiwale**
  - ✓ Maintain Choir Music Folders
  - ✓ Provide admin support for choir activities
  - ✓ Document minutes in meetings
  - ✓ Maintain Song Database
  - ✓ Phone/Notifications for meetings
  - ✓ Track members attendance at practice and other meetings
  - ✓ Maintain accurate and complete records of all choir members
- **Uniform Coordinator | Bro Daniel**
  - ✓ Coordinate Choir Uniforms
  - ✓ Coordinate choir uniforms for concert
  - ✓ Liaise with Executive group for uniforms for special events
- **Prayer | Mrs Ayodele**
  - ✓ Uphold members in intercessory prayer
  - ✓ Pray for ministrations
  - ✓ Remind/ prepare for Choir retreat prayer
  - ✓ Be spiritually alert
  - ✓ Coordinate the prayer session for the Choir rehearsals – including assigning people
- **Planning & Organizing | Mrs Adetola Olanrewaju**
  - ✓ Develop program for choir events
  - ✓ Research into training programs for choir members
  - ✓ Coordinate with Technical for Lyrics and ministrations
  - ✓ Prepare choir mp3 to aid learning of songs
  - ✓ Coordinate Choir Events and Retreats
  - ✓ Coordinate Social Gatherings
- **Songs facilitator | Bro Victor Anyanka**
  - ✓ Score special songs and assist teaching song parts
  - ✓ Support in preparing training programs for choir members
  - ✓ Coordinate with Technical for Lyrics and ministrations
  - ✓ Collate and coordinate concert songs
- **Disciplinary Committee | Sister Timi Ejiwale, Mrs Ayodele & Bro Victor**
  - ✓ Hold members accountable to discipline and punctuality
  - ✓ Administer the right penalty due for every indiscipline
- **Welfare Committee |**



- ✓ Call and follow up members we do not see at choir rehearsals
  - ✓ Cater to our food needs for any events
  - ✓ Address care concerns of members in the choir.
1. These roles should be handled by different members of the choir as chosen by the Music Director and approved by the Pastorate.
  2. The assigned people may request the assistance of other members of the choir as required.
  3. The roles, apart from the Music Director, will be rotated every two years to allow for others to serve in the team.

## **1.5 Reward System**

### **1.5.1 Outstanding member of the month**

Every month, the choir will celebrate an outstanding choir member. The award ceremony will be on the first Saturday of every month.

Coordinated by both the planning team and the Disciplinary committee, the award will go to member(s) who are outstanding in the attitudes and promptness throughout the previous month. Qualities to be assessed include: promptness to church services and choir rehearsals, servant heart, leadership qualities, appropriate uniforms, etc.

### **1.5.2 Birthday Recognition**

On the first Saturday of every month, choir members who are having their birthdays for that month will be recognised and celebrated.

### **1.5.3 Annual Victorious Voices Awards**

At the end of every year, as part of our end of the year concert, an award ceremony for outstanding members of the choir will be held to honour and celebrate members who have throughout the year dedicated their time and efforts to improving the choir or have demonstrated exemplary leadership in their areas of service.

## **Appendix: Rules**

1. No late coming\*  
If late however, with a plausible reason, the Individual should inform Disciplinary committee member, who will then communicate this to Music Director.
  - ✓ Coming late without notice once: Degree 1 penalty
  - ✓ Coming late without notice over two times a month: Degree two penalty
  - ✓ Coming late 3 consecutive times without notice: Degree 2 penalty
2. No absences without prior notice\*\*
  - ✓ Absences over 2 times a month without prior notice: Degree 2 penalty
  - ✓ Absences 3 consecutive times without prior notice: Degree 3 penalty
3. No unproductive side talks during practice
  - ✓ Degree 1 penalty. (Unless persistent then a higher degree will ensue)
4. No use of phones outside of choir uses
  - ✓ Degree 1 penalty. (Unless persistent then a higher degree will ensue)
5. No Unproductive attitudes \*

- ✓ Ranging between Degree 2 and 3 at disciplinary committees discretion.
- 6. No wearing wrong uniform and/or not wearing uniform at all. \*\*
  - ✓ Once = degree 1.
  - ✓ Two times consecutively is degree 2.
  - ✓ 3 times consecutively is degree 3.
  - ✓ Includes Wednesday and Sunday services as well as Holy Ghost service and rehearsal without prior notice)
- \* Notice for lateness must be genuine and be received by the latest, an hour before practice
- \* Including but not limited to sudden bursts of anger, walking out, insults, put downs and any other form of negative talk.
- \*\* Notice for absences must be genuine and be received by latest, 12:00pm on Saturday.
- \*\* If the individual doesn't have the uniform they should firstly inform Uniform Coordinator and Music Director, then wear other clothes the same colour as uniform that day. The individual should seek to purchase the uniform colour they are missing. Failure to do so will ensue a suitable penalty at the discretion of the disciplinary committee.

## **PENALTIES:**

### **Degree 1**

- ✓ Individual must write a genuine apology letter the following week.
- ✓ The individual will not minister the following Sunday.
- ✓ The individual must pay a \$10 fine in choir account.

### **Degree 2**

- ✓ The individual must come to help the Sanctuary keepers with the cleaning of the church the following Saturday.
- ✓ The individual must stay 30mins after practice to help clean up.
- ✓ The individual must pay a \$20 fine in choir account

### **Degree 3**

- ✓ The individual must sit down for 6 weeks while still being an active choir member (e.g. still wearing uniform, coming early to practice and services etc.)
- ✓ The individual must join the sanctuary keepers for 1 month.
- ✓ The individual must pay a \$30 fine in choir account.

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