

## MUSIC MINISTRY OFFICERS

Each officer is obligated to:

- Maintain a vibrant, personal relationship with Jesus Christ;
- Set a Christ-like example of a ministry-minded musician;
- Provide positive support for the ministry and its activities. If no one else has anything good to say, the officers should find something positive;
- Foster a high sense of commitment, unity and oneness within the ministry. Don't allow divisions to grow;
- Stimulate other members to encourage and edify one another;
- Hold other officers accountable;
- Consistently uphold the ministry and its activities in prayer.



### INDIVIDUAL RESPONSIBILITIES

These responsibilities should be performed by individual officers (as delegated) in each choir. Monthly, **Presidents** should follow-up with and encourage each officer to be faithful to these commitments.

**DEVOTIONS** - Each rehearsal should begin with an effective, relevant, planned and timely devotional period to help us focus our mind on spiritual things. Consider a song, scripture, brief devotional thought and prayer. Either conduct the devotional time or delegate someone to do so. Keep us on track spiritually. If you see us going in a wrong direction, stop us and remind us of our purpose. If needed, stop us in the middle of rehearsal and lead us in prayer.

**Person Responsible:**

**ATTENDANCE** - Maintain an *accurate* record of each member's attendance at all rehearsals. Preferably, have each member sign an attendance log as they enter rehearsal. Keep the President and Director aware of persons with perfect attendance or sporadic attendance.

**Person Responsible:**

**ABSENTEE CONTACT** - If a member misses 2 consecutive rehearsals, send them a "We Miss You" card. If a member misses 3 consecutive rehearsals, make personal contact (telephone or in person) to let them know we miss them and to see how they're doing. Bring prayer concerns to the choir at its next gathering.

**Person Responsible:**

**MEMBER DIRECTORY** - Maintain an accurate and current directory of all members in the choir. The directory should include name, complete address, telephone number, e-mail address and birthday (*without the year*). Provide a current list to each member every six months.

**Person Responsible:**

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**BIRTHDAY CARDS** - Send a birthday card to each member on behalf of the ministry. Maintain a supply of cards with biblical messages. Cards should be signed, addressed and mailed at least 5 days prior to their birthday.

**Person Responsible:**

**CARING CARDS** - Send a Get Well or Sympathy card to an ill or bereaved member on behalf of the ministry immediately upon learning of their adversity. Maintain a supply of cards with biblical messages.

**Person Responsible:**

**OUTREACH** - Arrange one choir outreach at least quarterly. Contact hospitals, retirement homes, juvenile centers, etc. for opportunities to share the good news of Jesus Christ through song. Coordinate with the church calendar and/or other ministries.

**Person Responsible:**

**FELLOWSHIP** - Arrange one choir social activity each quarter, preferably outside of the church. At least one activity should involve all choirs. Try bowling, videos, board games, gospel concerts, a picnic, etc. Be creative and find something inexpensive.

**Person Responsible:**

**OFFERING** (*Only if your church allows ministries to receive offerings*) - Receive offering from members regularly. ("Dues" are for clubs. We are a ministry, not a club!) Only discuss a member's offering privately. Either distribute envelopes or pass a tray but do so on a regular basis. Consume as little rehearsal time as possible. Maintain current records and deliver offering to the appropriate church officer immediately. Provide a monthly (or as requested) update to the choir President.

**Person Responsible:**

**DELINQUENT MEMBER CONTACT** - (performed by Director or Minister of Music) If a member's level of commitment diminishes and absenteeism becomes habitual, make personal contact with them to assess their situation. Pray with them during the conversation and offer to remember them in prayer at future choir gatherings. Depending upon their situation, lovingly advise them that you'll have to place their name on an inactive roll until God leads them back. Encourage them to become active in another ministry.

**Person Responsible:**

***Music Ministry is serious business!*** Take your responsibilities seriously. Perform your duties "heartily as to the Lord." (*Colossians 3:23 - 34*) Pray that God would help you to be the officer He would have you to be and to give you the wisdom to perform your task in a manner pleasing in His sight. It's not easy but God gives grace and He rewards those who are faithful to their calling.

(Revised 04.16)