



IVY CREEK
BAPTIST CHURCH

Choir & Orchestra Handbook



CHOIR

Vision

Lead excellent, distraction-free experiences that enhance encounters with God during Sunday Services and special worship events.

Role

Worship is at the core of who we are created to be. When we offer praise to God we are fulfilling a grand design that helps us better understand why we're here.

You will lead our church in authentic worship for the two Sunday services and other special services and activities throughout the year.

Responsibilities

Prepare in Prayer. Pray God's heart for His people each and every time you serve. Ask God to move in a special way – to personally touch hearts and heal wounds and bring His lost children home. Pray for the specific, personal moment of intimacy with Jesus that would forever change their lives.

Serve when scheduled and utilize the Planning Center scheduling features. Communication is crucial for building community and carrying out effective ministry, so please communicate your availability to serve.

Be on time for Warm-up.

Dress in a manner that would honor Christ. What we wear can sometimes speak louder than what we say. Be mindful to not dress in a manner that would distract others or cause them to stumble. Business casual and nice blue jeans are appropriate.

Remain positioned. Be in your assigned position before the service begins. Please monitor the time and be in place on time. Wait to enter the Choir loft for rehearsal until after the orchestra rehearsal is done. Be respectful for their rehearsal time.

Remain attentive. Even if you do not have an immediate responsibility, please remain quiet and attentive. A Care Group Leader will communicate changes and needs, as they arise.

Serve with heart, commitment, and excellence. We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry is not a fit, if you would like to investigate a new ministry team, or if you need a break from serving for a season, do not hesitate to let the worship staff know. This is why they are here - to walk through life with you!

Smile. You have just served the Risen King and His Church! "This service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God." (2 Corinthians 9:12)

Results

Through the power of the Holy Spirit and the blessing of a protected environment, guests are forever changed from experiencing God in a fresh, new way.

Policies

1. Rehearsal attendance is expected for Sunday morning participation.
2. Members should attend 50% or more of rehearsals to stay active.
3. Please silence your phones and limit use during rehearsals. If you must answer a call, please excuse yourself so as not to disrupt the rehearsal. We need to be focused and alert to make the very most of our time together.
4. Please limit talking during rehearsals. Remember, rehearsals are a time for us to prepare to lead people into a time of worship.
5. As Christ followers we are all called to make disciples. This implies that as worship leaders we are saying, "Do what I do." We do not look for perfection, rather, we look to be people whose lives are pointing to Jesus and living for His Kingdom.



ORCHESTRA

Role

The Ivy Creek Orchestra is a dynamic group made up of a variety of gifted musicians who accompany our Sunday morning worship services. Although words may not be expressed, the desire of worshipping through the playing of instruments is evident in all that is presented by this group. Participation in the orchestra is open to anyone in high school and older.

If you have a heart for worship and have been gifted with the ability to play an instrument, then we invite you to become a part of the orchestra.

Responsibilities

This group of musicians lead worship during our Sunday services. An audition is not required, but members must have at least 2 years of school or private training with their instrument. Regular rehearsal is each Wednesday evening from 5:45 to 6:45pm in the Sanctuary. Preparation for Sunday services may also include any outside practice as needed on your own and listening to audio files of upcoming music.

Sunday Schedule

- 8:25am – Orchestra Arrive & Prepare for Worship
- 8:30am – Orchestra & Praise Team Run Through/Sound Check
- 9:10am – Choir & Orchestra Run Through/Sound Check
- 9:25am – Prelude
- 9:30am – First Service Begins
- 10:45am – Prepare for Second Service
- 10:55am – Prelude
- 11:00am – Second Service Begins

Wednesday Schedule

- 5:40pm – Arrive & Prepare for Orchestra Rehearsal
- 5:45pm – 6:45 – Orchestra Rehearsal
- 6:40pm – Arrive **Quietly** & Prepare for Choir Rehearsal
- 6:45pm – 8:00pm – Choir Rehearsal



Planning Center

- Once you are a choir/orchestra member, you will be added to our online service planning database, Planning Center Online.
- You will receive a welcome email from PCO with a link for you set-up your password. Please do this as soon as you receive the welcome email.
- Once your password is set-up, you can add the MUSIC STAND app to your device. It can be downloaded for free from the App Store or Google Play.
- NOTE: Your device must be an Apple, Kindle, or Android. The MUSIC STAND app is NOT available on Windows devices.
- Your PCO and MUSIC STAND login and password are the same.

Music Stand

1. From the column on the left side of screen, select Music Ministry. If column does not appear, tap the 3 in the upper left hand corner of your screen.
2. Select Choir Rehearsals for choir or Orchestra Rehearsals for orchestra. You may also select Worship Services to practice the songs for Sunday's service for which you have accepted the invite.
3. For each song listed, you need to download the Piano-Vocal pdf file for choir or the PDF file for your instrument. To do this, tap the down arrow under the song title. A drop-down menu will appear. Tap Piano-Vocal or your instrument file to download. Do this for each song.
4. Once you have downloaded the Piano-Vocal files or instrument files, you are now ready to view your music. Simply tap on the song title you wish to view.

Remind

Each person is a part of the combined ICBC Choir and Orchestra and then there are
Two separate groups for both choir and orchestra.

Text @choirando to the number 81010 for both groups text threads

Text @icbcchoir to the number 81010 for choir only texts

Text @icbcorch to the number 81010 for orchestra only texts

Church WIFI

Private

Password: administrator

Contact Information

Will Whittaker (Minister of Music) - will@icbcga.org

Jana Foster (Music Ministry Assistant) – music@icbcga.org



INFORMATION

Name: _____

Address: _____

Cell Phone # & Carrier: _____

Occupation: _____

Email: _____

Birthday: _____

What part/instrument do you sing/play? _____

Do you read music? _____

Are you willing to volunteer? Preschool Choir _____

Elementary Choir _____

Youth Choir _____

Administrative Tasks _____

Lead a sectional/instrumental rehearsal _____

Event Planning _____

Group Leader _____

Are you interested in singing solos and/or Praise Team? _____

Do you have an iPad or Android Tablet and willing to go digital? _____

Is there anything else we need to know? _____