

**MUSIC MINISTRY BY-LAWS
CHILDREN OF GOD MASS CHOIR
CHILDREN OF GOD MINISTRIES, COGIC**

Effective: January 1, 2007

MINISTRY PURPOSE/OBJECTIVE

Our mission is to lift up *Jesus Christ* through song, minister to those searching to for hope, and encourage the believers through harmonies and melodies that touch the soul .

MEMBERSHIP

Each member will maintain a status of active or inactive.

In order to remain an active member, one must abide by the music ministry by-laws, participate in rehearsals, and worship services each Sunday that Children Of God Mass Choir is scheduled to minister. Attendance is also required at engagements scheduled outside of Children Of God Ministries, COGIC.

An inactive member is any member who does not fulfill the above criteria. In order to regain active status, members must attend two (2) consecutive Children Of God Mass Choir rehearsals prior to ministering with the choir in Sunday worship service. *Additional requirements outlined in member responsibilities section.*

New members must already have completed New Member Orientation classes before becoming active members of the music ministry.

ELECTED OFFICERS / APPOINTED STAFF

Elected Officers;

(a) President (b) Vice President (c) Secretary (d) Treasurer
(e) Chaplin (f) Sergeant At Arms.

Appointed Staff;

(a) Minister Of Music (b) Assistant Minister Of Music (c) Directors
(d) Assistant Directors (e) Musicians.

ELECTION OF OFFICERS

Elections are to take place within the first month of each calendar year.

Candidates for office must receive a simple majority of the votes cast in order to be installed in an elected position.

TERM OF OFFICE

The term of office for all elected officers shall be one (1) calendar year.

LEAVE OF ABSENCE

A leave of absence is a specific length of time that a member requests to have their membership temporarily suspended. Members are expected to return to the choir after a leave of absence.

A leave of absence may be granted for the following reasons:

Academic; Study abroad; or extended medical/personal reasons.

A Leave of Absence is considered absence in excess of 30 days.

To return to the choir after an approved leave of absence, the choir member must attend two (2) consecutive Children Of God Mass Choir rehearsals prior to ministering with the choir in Sunday worship service.

Members requesting a Leave of Absence must complete a Leave of Absence form. The form can be obtained from the Minister of Music or President. It is important that you include the anticipated length of your absence on the form. Completed forms may be given to either of the following: (a) Minister of Music (b) President.

Administrators, Assistants, Directors, Musicians or Officers who require a leave of absence must also complete a leave of absence form. Return the completed form to the Minister of Music. It is important that you include the anticipated length of your absence on the form.

MEMBER RESPONSIBILITIES

Active members must attend every rehearsal and Sunday worship service unless excused for the following reasons: (a) Death in the family (b) Illness (c) Work/Work Shift (d) Prearranged absence. All other excuses will be at the discretion of the Children of God Mass Choir President and/or Vice President.

In the event that a member cannot make a rehearsal for any of the above reasons, the member may be excused, but must contact his/her Section Leader as soon as possible prior to the scheduled rehearsal.

Members that do not call to be excused from rehearsal are not permitted to participate in the choir on the subsequent Sunday.

If a member cannot make a Sunday worship service/engagement, the member must contact his/her Section Leader at least one (1) day before the Sunday worship service/engagement.

Children of God Mass Choir Members are asked to participate and/or contribute to any fundraising endeavors that are aimed at benefiting the Music Ministry.

All members must abide by the Music Ministry By-Laws.

Repeated failure to abide by the Ministry By-Laws will result in formal dismissal from choir by the President/Vice President/Minister of Music.

The extent of a formal dismissal is a minimum of six (6) months.

Request to rejoin the choir after being formally dismissed will be at the discretion of the Music Ministry Review Board. The Music Ministry Review Board consists of the following: (a) Pastor (b) Minister of Music (c) President.

To return after being formally dismissed, the member may make a verbal request to any member of the Music Ministry Review Board. A meeting will be scheduled to hear the members appeal.

DISBURSEMENT OF FUNDS

Disbursements of budgetary funds must be authorized by the Minister of Music and Choir President.

Requisitions are to be submitted to the Church office by the Treasurer.

MINISTRY RESPONSIBILITIES FOR APPOINTED STAFF

Minister of Music

Work closely with the Pastor to maintain an effective worship experience for Sunday and Mid-Week Sunday worship services.

Research and prepare appropriate worship material for the various choirs of our music ministry.

Score vocal parts and work closely with the directors to teach vocal parts to our choirs.

Manage and communicate our monthly activities and ministry information for distribution by the secretary.

Manage all aspects of the music ministry.

Manage Music Ministry Staff. Appointed and Elected Staff includes: Music Ministry Administrators, Choir Assistants, Directors, Officers and Musicians.

Manage honorariums and coordinate merit increases.

Prepare and manage the yearly budget for the music ministry.

Manage the maintenance schedule for the stationary instruments and music equipment within the church building.

Assistant Minister of Music

Directly assist the Minister of Music in the fulfillment of the music ministry objectives, plans and goals for all choirs within the music ministry.

Responsible for coordinating with all ministry leaders and committee heads for any special events or activities that involve the music ministry.

Responsible to serve as liaisons for the various choir committees, be they one time event committees or continuous.

Ensure that all activities, events and special engagements that involve the Children of God Music Ministry are carried out in a manner that is in line with the goals of Children of God Ministries, and our Music Ministries Mission Statement.

Communicate pertinent information to the music ministry when necessary or requested by the Minister of Music.

LEAD DIRECTOR(S)

Provide musical leadership to the Music Ministry in the event the Minister of Music and/or the Assistant Minister of Music is absent.

Provide leadership to the assistant directors.
Attendance at Sunday worship services involving the choir.
Attendance at engagements involving the choir.
Absences must be communicated to the Minister of Music in advance of the event to be missed.
Must be a part of the entire Sunday worship service or communicate to the Minister of Music your need to leave before the benediction.
Attend any announced pre-rehearsal meetings.
Submit song suggestions for Sunday worship services. When possible, forward to the Minister of Music at least one week prior to the scheduled rehearsal.
Research and submit new worship material.
When possible, conduct vocal exercises at the start of rehearsal.
Attend scheduled workshops or director's activities.
Responsible to lead and conduct the direction of worship selections.
Inform Minister of Music if you are not comfortable or prepared to conduct a particular selection.

ASSISTANT DIRECTORS

Attend any announced pre-rehearsal meetings
Submit any song request or new material to the Minister of Music or Lead Director(s). When possible, forward your information at least one week prior to scheduled rehearsal.
Attendance at Sunday worship services involving the choir.
Attendance at engagements involving the choir.
Must be a part of the entire Sunday worship service or communicate to the Lead Director your need to leave before the benediction.
Absences must be communicated to the Lead Assistant in advance of the event to be missed.
Attend scheduled workshops or director's activities.
Responsible to lead and conduct the direction of song selections.
Inform Minister of Music if you are not comfortable or prepared to conduct a particular selection.

MUSICIANS

Must demonstrate the skills needed to play your specific instrument.
Attendance at Sunday worship services involving the choir.
Absences must be communicated to the Minister of Music in advance of the event to be missed.
Must demonstrate the ability to be disciplined with your instrument.
Must be able to accompany the choir without overpowering the voices.
Must be able to follow the leadership of the Director in Charge.
Must be a part of the entire Sunday worship service or communicate to the Minister of Music your need to leave before the benediction.

MINISTRY RESPONSIBILITIES FOR ELECTED OFFICES

CHOIR PRESIDENT

Act as an official liaison between choir members and Minister of Music (i.e. voicing questions/concerns from choir members regarding choir business).

Supervise the overall functioning of the choir.

Help to ensure that any costs associated with activities for the choir are in line with the budget for the music ministry.

Delegate responsibilities to the officers.

Right to form and preside over all choir committees.

VICE PRESIDENT

Act as liaison for choir members and reporting questions/concerns to Choir President and Minister of Music Ministry.

Assist the Choir President in fulfilling his/her duties.

Fulfill the role of Choir President in case of his/her absence.

SECRETARY

Type and distribute all choir correspondence including calendar of events, business letters and thank you letters as approved by Choir President and Minister of Music.

Post most current ministry calendar and copies on the music ministry bulletin board.

Reserve facilities for choir meetings.

Type and keep a record of minutes taken at choir meetings.

Maintain all important documents pertinent to Children Of God Mass Choir.

CHOIR TREASURER

Handle all major financial transactions including requesting vouchers from Church Office for purchases.

Collect and keep record of choir donations from members.

Work closely with Minister of Music Ministry, Choir President, and Church Budget Committee regarding keeping track of choir expenditures.

SERGEANT AT ARMS

Responsible for conducting orderly meetings and rehearsals.

Serve as Parliamentarian at all meetings of the Music Ministry Board.

Report directly to Vice President for administration.

CHAPLAIN

Read scripture and conduct prayer.

Help choir members gain a spiritual understanding of the world and each other.

Plan and coordinate fellowship activities (i.e. social events).

SECTION LEADERS

Section Leaders are chosen by the Choir President and will hold the position for

one (1) calendar year. There will be two (1) Section Leaders per choir section (bass choir members will be represented by the tenor Section Leaders). Upon review at the end of their term, they may serve again based upon their job performance the previous year and/or their willingness to remain in the position. The Choir President, in conjunction with the Minister of Music, retains the right to review and remove a Section Leader during the current term if the Section Leader is not performing their responsibilities in a manner suitable to the position.

The following job description applies to all Section Leaders within the Children of God Mass Choir (i.e. sopranos, altos, and tenors/bass).

Obtain a current choir directory from the Assistant Secretary.

Record and maintain attendance log for rehearsal and Sunday worship services.

Relay messages from members who will be absent from choir activities to the Choir President (or Vice President). The Section Leader can relay this information verbally, via phone contact, or email.

Promptly contact members that are absent from a rehearsal regarding any updates/activities/changes that were discussed during the rehearsal.

Relay any changes of address and phone information to the Assistant Secretary.

Keep members updated of any last minute choir activities or cancellations via phone and/or email contact.

If a member is absent from rehearsals for 2 consecutive times without contact, the Section Leader must attempt to contact that choir member to determine active or inactive status. This information must be relayed to the Choir President/Vice President.

Promote teamwork and cooperation within the section.

CHOIR RULES / ETIQUETTE

The meeting time on Sundays is 10:55am in the hallway next to the Choir stand for prayer and unity.

Members that have been excused from the 10:55am meeting are allowed to take the choir stand at the following times:

(1) Prior to the Call to Worship (2) Fellowship period.

Each member should be in proper attire for Sunday worship services. If you are unsure of the attire, please check the calendar, or call your section leader.

Unnecessary talking during choir rehearsals and Sunday Services is not allowed.

No walking or unnecessary talking during, (a) prayer (b) scripture reading (c) Sermon (d) call to discipleship (e) benediction.

Gum chewing is not allowed during rehearsals or Sunday Services.

Hard candy is allowed. Please be discreet with candy wrappers.

Bottled water is allowed during rehearsals .

The area along the front of the choir stand should remain free of miscellaneous personal items during Sunday Services.

Must be a part of the entire Sunday worship service or communicate to your section leader your need to leave before the benediction.

The choir stand is for worship and rehearsal activities. Please avoid partaking in any activities that are outside the scope of worship or rehearsal activity. This includes sharing of photos, homework, etc.

ANY REPEATED OFFENSES OF THE ABOVE WILL BE ADDRESSED BY MINISTRY LEADERSHIP ON AN INDIVIDUAL BASIS AND COULD RESULT IN FORMAL DISMISSAL.

SPIRITUAL GROWTH

As a member of Children of God Ministries and the Children of God Music Ministry, it should be your goal to grow spiritually. Your opportunity to grow is, of course, through your own personal study time, but it should also be your goal to attend and participate in Mid-Week Bible Study.

“May the Lord bless this ministry and grant its participants the wisdom, knowledge, and understanding to abide by the rules and regulations as stated in the Music Ministry Bylaws.”

“It’s All About Faith!”

Sincerely,

Dexter D. Murphy, *Minister of Music*

CC: Elder Phillip Hamilton Sr., *Pastor*