

ADULT DANCE

Kingdom Family International Church

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Ministry Manual

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Introduction

Welcome! This manual contains detail information governing the KFIC **Adult Dance** ministry team. This and all ministry teams of KFIC work to serve and support the Body of Christ for the advancement of the Kingdom of God.

Ministry Description

This ministry uses the art form of dance (varies styles) to glorify the Lord God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. The ministry is comprised of adult female Believers in the Lord Jesus who have received God's gift of salvation, are open to training/equipping, and have the desire to minister through this art form. The ministry supports the overarching objectives and schedules of Kingdom Arts.

This ministry is part of the Kingdom Arts ministry area.

KFIC Mission, Vision, and Values

Mission

Winning souls to Christ, through the power and anointing of the Holy Spirit, one family at a time.

Vision

Kingdom Family International Church is an inter-denominational, multicultural fellowship of believers in Jesus Christ. We equip individuals to grow and mature through the power of the Holy Spirit into the image of Christ while balancing family life and Kingdom service.

Church Values

We Value God's People

When we value God's people, we value who they are as well as what they do. We recognize that each of us has a contribution to make in the Kingdom.

- Take time to develop Godly relationships with others, not cliques.
- Make others feel valued and respected.
- Value the diversity of talents, skills, and experience of others.
- Demonstrate an appreciation for balance between family life and kingdom service.

We function as "One" body – The Body of Christ

We believe that all people in the body of Christ are on the same team. We are not competing with one another, but are linked as one body.

- Act for the benefit of KFIC and ultimately the body of Christ regardless of self-interest
- Promote unity amongst ministries
- Involve others in decisions and plans that affect them
- Support decisions made by KFIC in words and deeds

We Act with Honesty and Integrity

This is an essential element in the Church body.

- Act with integrity, honesty, and fairness
- Adhere to high ethical standards of conduct
- Take actions that are consistent with words
- Speak up constructively when you feel something is not right
- Trust and respect each other

We Act Accountably

When accountable, we focus on biblical solutions and actions, not our own.

- Accept personal responsibility for your actions
- Display a commitment to the Vision and Mission of KFIC
- Focus on finding solutions when faced with problems
- Lead an accountable ministry in word and deed

Ministry Team Mission and Purpose

Mission

The purpose of the KFIC Adult Dance ministry team (Spirit Dance) is to use the art form of dance to glorify the Lord and facilitate congregational worship.

Purpose

The purpose has been conveyed through the Mission statement.

Ministry Team Philosophy

We recognize that the Holy Spirit is the only one who can bring people to true worship of God (Phil. 3.3; John 4:23-24). Therefore, we, as a worship team, are committed to preparing ourselves spiritually, musically and/or dramatically. We continually pray that God's Spirit will work in the hearts of everyone present at KFIC (KINGDOM FAMILY INTERNATIONAL CHURCH) to bring a powerful experience of God's presence.

We also recognize that everyone in the congregation, including those up front, are participants in worship, and that God is the audience to receive the blessings and praises from His people. Therefore, our attitude is that of being servants, not performers, in the midst of leading God's people in worship. We desire to worship God, as well as serving as examples to the congregation (I Peter 4:10; 5:2-3).

Policies and Procedures

All policies and procedures are established to enable each Worship Ministry member to work and minister more efficiently and with unification. Your feedback will help ensure we continue to drive toward that goal. All feedback will be reviewed, evaluated, and decided on by the KFIC leadership structure, including Ministry Leader(s), Ministry Director, Executive Team, and Senior Pastor.

Requirements

These are the requirements that individuals looking to join a KFIC ministry team should meet:

- Must be willing to complete all required ministry training
- Should be a Vision Owner*
- Should be a Born Again Believer*

These are the additional requirements that individuals looking to join this ministry team should meet:

- There are no additional requirements.

***Note:** There may be exceptions made regarding the requirements for individuals who desire to volunteer on a limited basis.

Expectations

These are the expectations for members of any KFIC ministry team:

- Follow all ministry team guidelines and KFIC processes;
- Familiarization with and use of the KFIC website;
- Must be on time and prepared to render service;
- Must attend Midweek Gathering and Sunday Morning Worship Services;
- Must submit to authority and not walk in offense when or if corrected;
- Must live a holy, consecrated life unto the Lord;
- If you are scheduled to serve, it is your responsibility to secure your replacement, let your ministry leader know in advance you will be unavailable to serve, and let your ministry leader know who is filling in for you;
- Must obtain approval before making any purchases or agreements on behalf of KFIC. (Note: Reimbursements will only be provided for pre-approved purchases. See KFIC website for the [reimbursement process](#)).

These are the additional expectations for members of this ministry team:

- Wear cover-up attire over their dancewear to and from practices and ministry events.
 - Dance shoes should not be worn outside of the church.
 - No food or gum during practice.
 - No children are to be left unattended during practices and ministry events.
 - No horseplay during practices.
-

- Arrive at least 5 minutes before scheduled practices and be prepared to depart promptly afterwards.
- Proper undergarments are expected to be worn.

Team Schedules

This section covers the team’s schedule for: Routine Events, Special Events, Church Rentals, and Trainings/Meetings.

Schedule Orientation

For teams serving weekly, all schedules for the week start on Monday and end on Sunday.

Routine Events

These are events that occur on an on-going recurring basis (weekly, monthly, etc.) at the church.

WEEKLY – events taking place each week that require the services of this team

Monday: There are no routine events taking place on this day.

Tuesday: Once a month we will have a scheduled practice at a dance study. The date of this practice will be announced in advance by the dance team leader.

Wednesday: There are no routine events taking place on this day.

Thursday: There are no routine events taking place on this day.

Friday: There are no routine events taking place on this day.

Saturday: There are no routine events taking place on this day.

Sunday: There will be a routine practice at the church every first and third Sundays of the month directly after service for one hour.

Note: For days where there are ‘no routine events’ please note that we may be called to provide services for a special event or church rental, which will be done with advanced notice.

PERIODICALLY – events taking place monthly, quarterly, and annually that require the services of this team

January: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

February: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

March: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

April: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

May: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

June: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

July: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

August: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

September: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

October: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

November: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

December: There will be a routine practice at the church every first and third Sunday of the month directly after service for one hour.

Special Events

There are events the church may schedule which fall outside the days/times of the routine scheduled events such as Midweek Gathering and Sunday service, or some other event listed under Routine events above. You will be notified of these events in advance. If scheduled to serve, it is your responsibility to let your ministry leader know in advance if you will be unavailable to serve for the Special Event.

Church Rentals

The church facility is sometimes rented out to church members or third parties. Your availability for providing a service is totally optional and done on a volunteer basis. There may or may not be compensation for these events. If you agree to serve for a church rental event be sure to honor your commitment.

The Ministry Leader will select the team members who will work the events. Fundamentally the selection criteria will be based on those who have displayed solid application of this manual. This is not 1099 or similar employment so you will be responsible to manage your own income taxes as none will be withheld.

Trainings/Meetings

As a ministry team, there may be times additional training or meetings are needed. You are required to attend and are responsible for the information being disseminated.

Note: It is the responsibility of each Ministry member to inform his/her leader, in advance via the designated channels, if he/she will be absent.

Other Schedule Requirements

In addition to the items above regarding the Team Schedule, please be advised regarding the following.

There are no other scheduling requirements.

Becoming a Member of the Ministry Team

The process for becoming a member of the ministry team is as follows:

1. Requirements listed in this manual must be met by the individual desiring to be a member of the team.
 2. Met requirements must be verified and exceptions must be documented by the ministry leader.
 3. An Orientation, based on this manual, must be completed by the individual desiring to be a member of the team.
 4. The **Ministry Manual Review Acknowledgement Form** must be signed and dated by the individual desiring to be a member of the team. Note: One copy will remain with the KFIC Administrative team.
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Training

Training is made available to help team members successfully execute their ministry team duties. Training begins with an Orientation session and is followed by hands-on training. Remedial and on-going training is also made available upon request and as the need is observed.

The training schedule includes the following:

1. New Team Member Orientation
 2. Introduction hands-on training (discussion)
 3. In-depth hands-on training (demonstration)
-

Transitioning from being a Member of the Ministry Team

There are 2 ways membership with a ministry team ends:

- The team member ends his/her membership,
- KFIC leadership ends the member's membership.

Membership ending due to Member

There may be situations where a member desires to end their membership with the ministry team.

In these situations, the **team member** must:

1. Provide a legibly written notification, 2 weeks in advance that includes why they are leaving and the last date of service;
-

2. Meet with the Ministry Leader(s) and Ministry Director to provide feedback about areas where they've noticed improvements can be made.

In these same situations, the **Ministry Leader** must:

1. Communicate the membership change to leadership structure (Ministry Director);
2. Communicate the membership change to the Administrative Pastor (so systems can be updated, other ministry leaders can be notified, technology, facilities, etc. can be notified);
3. Communicate the membership change with the ministry team.

Membership ending due to KFIC Leadership

If the KFIC ministry team leadership determines a member's membership with the team needs to end, the KFIC ministry team leader must:

1. Attempt to meet with the team member;
2. Provide a legibly written or typed notification that includes why the member membership is being ended and what is to be the member's last date of service;
3. Communicate the membership change to leadership structure;
4. Communicate the membership change to the Administrative Pastor;
5. Communicate the membership change with the team.

Personal Presentation

As members of the ministry team one of our goals should be to promote the good things of God and avoid or minimize those things which distract from such. To that end, please be advised of the following:

Dress Code

- No inappropriately tight/form fitting clothing.
- No low-cut shirts or blouses.
- No short skirts, dresses, or shorts.
- Proper undergarments must be worn.
- Activity appropriate attire should be worn.

Hygiene Code

- Clean bodies.
- Fresh breath.
- Clean clothing.

These guidelines are not "thus saith the Lord" but are in keeping rank with good scriptural testimony and strong community building.

Attitude Code

These are certain attitudes and behaviors that are not profitable to one's self or the body. Let's be mindful to refrain from these things and instead embrace their positive counterparts:

- An unteachable spirit (Proverbs 3:11, 15:22, 19:20)
- Disrespect for others (Proverbs 4:20)
- Non-submissive spirit (Hebrews 13:17)
- Despising of spiritual gifts and the Word (Proverbs 13:13)
- Envy, strife, a haughty spirit, hatred (I Corinthians 3: 1 - 4)
- False witness (Proverbs 12:17,19)
- Laziness (Proverbs 13:4, 19:15, 26:13-15)
- Pride (Proverbs 13:1, 29:23)
- Unforgiveness (Proverbs 18:19)

- Gossip (Proverbs 17:9, 18:8, 13, 26:20)
- Favoritism (Proverbs 19:6)
- Fraud and dishonesty (Proverbs 28:13, 23)
- Impatience (Proverbs 29:20)
- Respector of persons (Acts 10:34)

Conduct Code

As servants of the Lord, ministry members are expected to maintain a proper lifestyle of strong Christian character. Ministry members are expected to walk free from areas of bondage and all KFIC policies, to include the Sexual Harassment & Sexual Misconduct policy.

Ministry members engaged in any disruptive behaviors can be removed from the ministry until such a time as corrected behavior has been demonstrated.

We appreciate your obedience to the Spirit of God and for your desire to minister on this ministry team. We stand with you to see God's abundant blessings established in all areas of your life.

Service Decorum

- We do everything unto the Lord.
- Prayer proceeds everything we do.
- Passion to worship is our drive.
- Safety is of our utmost concern.

Communication

A commitment to communication is a must for maintaining a healthy and productive team. Please observe the following.

- Greet your team members when on or off duty.
- Be a person of your word, if you say you are going to do something, do it.
- Speak up when you see areas that need improvement and offer potential solutions.
- Be willing to help, but ask if help is needed before engaging.
- If you are under 21, address those 21 or older as Mr, Mrs, Ms; if over 21 address those 21 or older as Brother or Sister – unless a familiar rapport is established.
- If you know in advance you will need to miss a scheduled duty, contact a member of the team and ask them to fill in for you. If they agree, contact the Ministry Leader letting them know who will be filling in for you and when.
- Notify the Ministry Leader when supplies are low.
- Be responsive...acknowledge and/or respond to texts/emails/calls from Ministry Leader and other Team Members.
- Don't be easily offended; be willing to receive correction and direction.
- If you have questions, think about an answer first, then ask the question if it still exists.
- When on duty, let the Ministry Leader (or another team member, if the Ministry Leader isn't around) know when you are stepping away (i.e. to go to the restroom, etc.).
- Ask questions. Do not assume!!! If you don't know...don't guess (don't cover it up).

Please also observe these team communication standards:

- If a health condition exist which will prevent full participation, notify the ministry leader soon as possible.

Feedback

This ministry is a team and therefore the input of all members is considered helpful and vehemently encouraged. If you have any suggestions or comments on how we can do a better job of serving our Lord, please submit them to the Ministry Leader. As you bring any issues/challenges forward, be sure to include well thought out potential solutions.

Inter-team Agreements

This ministry is only one of the many ministries that efforts to support the mission and vision of the KFIC ministry at large. We ultimately strive to function as one big team. We have agreements in place between our ministry teams and other ministry teams as follows.

This ministry team works in collaboration with the Kingdom Arts Ministry Director upon the request of the Pastors to create a ministry of dance for specific seasons and/or special occasions. We will also work in collaboration with other ministries (worship, mime, drama etc.) for the same purposes mentioned before.

Ministry Team Roles and Responsibilities

Each position plays an important part in the total success of the ministry team. The following includes the Leadership structure, Roles, and Responsibilities of the ministry team.

Leadership

The ministries of KFIC follow this organizational structure:

1. Ministry teams are comprised of **Team Members**.
2. Individual ministry teams are managed by **Ministry Leaders**.
3. Groups of ministry teams make up *Ministry Areas*. Ministry Areas are managed by **Ministry Directors**. Ministry Leaders report to Ministry Directors.
4. Ministry Directors report to an **Executive Team** member.
5. Members of the Executive Team report to the **Senior Pastor**.

Senior Pastor | *Rodney Frazier, Sr.*

Executive Team Member | *Michael Ballen*

This person is part of a 6-member team, selected by and reporting to the Senior Pastor, to assist in overseeing the spiritual and business matters of the church. The Senior Pastor uses this team as a sounding board to discuss a range of public and confidential matters regarding the ministry. The team meets once a month (first Tuesday of the month) to discuss matters that are critical to mission and vision of the Kingdom Family International Church. Each member of this team has the responsibility of managing 2 of the 12 KFIC Ministry Areas.

Ministry Area and Director

Kingdom Arts | *Theresa Edwards*

This ministry area uses the creative arts to glorify God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. In addition to owning and planning production for the annual Easter and Christmas events, it also ministers at events sponsored by other ministries (i.e. Evangelism Ministry), when

requested with advanced notice.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Arts calendars and schedules;
- serves as the primary point of contact for all Kingdom Arts requests;
- purchases supplies for all Kingdom Arts ministries;
- oversees the budget for all Kingdom Arts ministries;
- serves as leader of individual Kingdom Arts ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

Ministry Leader

Adult Dance | *Amanda Horne*

The leader of this ministry:

- is appointed by the Kingdom Arts ministries leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. mime training, practices, workshops, etc.);
- must attend Bible Study, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages choreography;
- manages the practice and event schedules;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Arts ministries leader.

Team Members

Members of this ministry are:

- appointed based on interest and dedication;
- required to participate with hearts full of worship and ready when requested.



KFIC Adult Dance Ministry Manual Review Acknowledgment Form

The Adult Dance Ministry Manual has been prepared for your information and understanding of the policies and procedures as it relates to the Adult Dance team at Kingdom Family International Church. Please read it carefully. Upon completion of your review of this handbook please sign the statement below.

I, _____, have received and read a copy of the KFIC Adult Dance Ministry Manual which outlines the mission, purpose, goals, policies and expectations of the Adult Dance Ministry team, as well as my responsibilities as a member of the ministry team.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Adult Dance Ministry Manual. I understand this ministry manual is not intended to cover every situation which may arise, but is simply a general guide to the mission, purpose, goals, policies and expectations of the Adult Dance Ministry team.

(Print Name)

(Signature)

(Date)