

## ADULT PRAISE AND WORSHIP

# Kingdom Family International Church

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Rodney E. Frazier, Sr. | Senior Pastor



# Ministry Manual

VERSION 7/30/2018 11:13:07 PM

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# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Ministry Description.....</b>	<b>3</b>
<b>KFIC Mission, Vision, and Values .....</b>	<b>3</b>
<b>Ministry Team Mission and Purpose.....</b>	<b>4</b>
<b>Ministry Team Philosophy .....</b>	<b>4</b>
<b>Policies and Procedures .....</b>	<b>6</b>
<b>Requirements .....</b>	<b>6</b>
<b>Expectations .....</b>	<b>6</b>
<b>Team Schedules .....</b>	<b>7</b>
Schedule Orientation .....	7
Routine Events .....	7
Special Events .....	8
Church Rentals .....	8
Trainings/Meetings.....	8
<b>Other Schedule Requirements .....</b>	<b>8</b>
<b>Becoming a Member of the Ministry Team .....</b>	<b>9</b>
<b>Training.....</b>	<b>9</b>
<b>Transitioning from being a Member of the Ministry Team .....</b>	<b>9</b>
Membership ending due to Member .....	9
Membership ending due to KFIC Leadership .....	10
<b>Personal Presentation .....</b>	<b>10</b>
Dress Code.....	10
Hygiene Code .....	10
Attitude Code.....	10
Conduct Code .....	10
Service Decorum .....	11
<b>Communication .....</b>	<b>11</b>
Feedback .....	12
<b>Inter-team Agreements .....</b>	<b>12</b>
<b>Ministry Team .....</b>	<b>12</b>
<b>Leadership.....</b>	<b>12</b>
<b>Roles &amp; Responsibilities.....</b>	<b>Error! Bookmark not defined.</b>

## Introduction

Welcome! This manual contains detail information governing the KFIC **Adult Praise and Worship** 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

As worship ministry members, the call is to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. The primary purpose of the Worship Leader is to lead praise and worship and usher the people into the presence of the Lord, as well as prepare the way for the preached Word to come forth. Participation is by audition.

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## 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 Kingdom Family International Church Praise and Worship Ministry is a team of gifted and anointed musicians and singers who are empowered to minister the Word of God through music and singing. As a united body, we will develop and assist Pastors in building people that are "Winning souls to Christ, through the power of the Holy Spirit...one Family at a time".

### **Purpose**

The purpose of the Worship Ministry is to lead and facilitate the congregation in true worship of our Lord Jesus Christ through music and song, thus enabling and empowering them to receive the Word of God.

Our ultimate goal has two sides:

- To bring glory and pleasure to God (Psalm 115:1; II Cor. 5:9)
- To see the church strengthened and unified (I Cor. 14:26; Rom. 15:5-6)

## Ministry Team Philosophy

As Worship ministry members our call is to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. Praise and Worship is a time of fellowship with our Father that releases the anointing of the Holy Spirit in our lives. His presence and power becomes real to us. Worship to the Lord creates an atmosphere in which the Holy Spirit has liberty to move in healing, deliverance, salvation, and revelation of God's Word as it occurs in our live.

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).

We are committed to excellence in this ministry, working at it with all of our hearts, as it is the Lord Jesus Christ we are serving (Col.3: 23-24). And, while we believe that talent and skill are blessings from God that must be present to some degree, however, we believe that the most important attribute of a worship team member is the heart to worship God. We would rather have 50 percent talent and skill and 100 percent heart, than 50 percent heart and 100 percent talent and skill (Isa. 29:13; Eph, 5:19).

Musical styles and instrumentation that are meaningful for one generation or group of people are often not very meaningful for another. Therefore, as we seek the Lord and serve both **KFIC** members and the unchurched in the area, it is our desire to meet the need for a contemporary approach to worship. To do so, we utilize modern instrumentation (such as drums, guitars, etc) and music that is relevant in style, biblical in lyrical content, and full of variety-expressing the wide range of attitudes and emotions involved in worshipping God. Elements of traditional approaches to worship will be included at times (such as hymns), but always within a contemporary context.

## 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.*

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### 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:

- Born Again and Spirit Filled with the evidence of speaking in tongues
- Called to Praise & Worship Ministry
- Member of KFIC and have completed Membership classes
- Acceptable level of talent or skill on instrument or voice (as determined by audition). Auditions will be held every 3rd Saturday at 8:30 am.

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

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### 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:

- Follow all Worship ministry guidelines;

- Must be on time and prepared for services and rehearsals;
- Attend all scheduled rehearsals;
- Serve during designated services;
- Must attend Bible Study and Sunday Morning Worship Services;
- Be ready to minister and serve for any service when asked;
- Must know songs when ministering and serving;
- Must maintain good music/singing skills;
- Must submit to authority and not walk in offense when or if corrected;
- Must live a holy, consecrated life unto the Lord.

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

**Wednesday:** Bible Study attendance

**Thursday:** Rehearsal

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

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

**Sunday:** Worship Service

**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 are no routine events taking place this month.

**February:** There are no routine events taking place this month.

**March:** There are no routine events taking place this month.

**April:** There are no routine events taking place this month.

**May:** There are no routine events taking place this month.

**June:** There are no routine events taking place this month.

**July:** There are no routine events taking place this month.

**August:** There are no routine events taking place this month.

**September:** There are no routine events taking place this month.

**October:** There are no routine events taking place this month.

**November:** There are no routine events taking place this month.

**December:** There are no routine events taking place this month.

### 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 may be times that the team is asked to minister outside of Kingdom Family International Church. Each request will be discussed with the team and based on the response, it will be accepted or declined.

## 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

Worship Ministry is primarily a spiritual ministry and secondarily a natural ministry. **Spiritual preparation** before ministry is vital to achieving the release of God's anointing in our lives and leading others into His presence.

All Praise and Worship ministry members are required to gather **45 minutes** (unless otherwise noted by the Worship Leader(s)) before the beginning of each Sunday Service and at least 15 minutes before each Wednesday Service in which they are designated to minister. Special Service Pre-Service arrival times will be noted as required.

The purpose of gathering prior to services is for corporate prayer, changes, etc.

Platform Ministry causes you to be exposed to everyone in attendance and, sometimes, the television camera. Our individual appearance and attitude while ministering can directly affect the release of the anointing in the congregation during a service.

**Platform Ministry is a time of corporate ministry, not individual ministry. Those in worship ministry are expected to flow as a unit.**

Therefore, all members must adhere to the following at all times on the platform:

1. Always follow the Worship Leader – even if he/she misses it.
2. Stay in unity with the musical and spiritual flow set by the Worship Leader or Pastor.
  - Rejoice during times of rejoicing
  - Minister quietly and worshipfully during time of worship
3. Dancing on the platform should be done only where there is a corporate release for dancing.
4. No gum chewing or extemporaneous talking while on the platform.
5. **SMILE**
6. Stay involved and actively participate during times of ministry by the Pastor by praying in tongues and interceding in the spirit.

### 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 know (don't cover it up).

Please also observe these team communication standards:

Members must inform the Worship Leader(s) of their absence no later than the Wednesday prior to a scheduled rehearsal via email and/or text message.

### 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.

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## 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.

### Agreements with the AV Team

#### Equipment

All set up for any AV equipment will be handled by the AV Ministry.

#### Projecting songs

The AV Team projects the words to songs for the benefit of the congregation. If we need the AV Team to project words for our benefit (i.e. to help with very wordy songs) we must make the request with them on a per song basis at rehearsal.

## Ministry Team

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** | *Angela Coley*

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 Music | *Angela Coley*

The purpose of this ministry area is to lead and facilitate the congregation in worship through music and song, with our ultimate goals being to bring glory and pleasure to God and see the church strengthened and unified. Our attitude is that of servants, not performers; therefore, we are committed to preparing ourselves spiritually, musically, and expressively. While applicable skill and talent are needed, we believe the most important attribute of a music ministry member is having the heart to worship God. Participants of this ministry must have a call to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. This ministry operates each Sunday and may be called upon to minister for any special service or outside ministry opportunity.

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;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- Born Again and Spirit Filled with the evidence of speaking in tongues;
- called to Music Ministry;
- member of KFIC and have completed Membership classes;
- acceptable level of talent or skill on instrument or voice. Follow all Worship ministry guidelines;
- must be on time and prepared for services and rehearsals;
- attend all scheduled rehearsals;
- serve during designated services;
- must attend Midweek Gathering and Sunday Morning Worship Services;
- be ready to minister and serve for any service when asked;
- must know songs when ministering and serving;
- must maintain good instrumentation/singing skills;
- must submit to authority and not walk in offense when or if corrected;
- must live a holy, consecrated life unto the Lord;
- assesses the ministry needs and ensures the needs are met.

## **Ministry Leader**

Adult Praise and Worship Team | *Milton and Angela Coley*

As worship ministry members, the call is to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. The primary purpose of the Worship Leader is to lead praise and worship and usher the people into the presence of the Lord, as well as prepare the way for the preached Word to come forth. Participation is by audition.

The leader of this ministry:

- is appointed by the Kingdom Music ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- leads Praise and Worship services;
- helps to prepare the heart of people by ministering songs of worship;
- rehearses with band and singers;
- assists in preparing songs;
- attends one workshop a year on vocal training and be ready to present to the music staff and/or praise team;
- has a call of God on his/her life for praise and worship;
- can sing on pitch and improvise;
- can teach vocal parts (soprano, alto, tenor and bass) when needed;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Music ministry leader.

## **Team Members**

### **Worship Leader**

The primary purpose of the Worship Leader is to lead Praise and Worship and usher the people into the presence of the Lord. Prepare the way for the preached Word to come forth. This person is responsible for the following:

#### **Lead Praise and Worship services**

Help to prepare the heart of people by ministering songs of worship

Rehearse with band and praise singers

Assist in preparing praise songs

Attend one workshop a year on vocal training and be ready to present to the music staff and/or praise team

The minimum qualifications for the Worship Leader are to have a call of God on his/her life for praise and worship; the ability to sing on pitch and improvise; the ability to teach vocal parts (soprano, alto, tenor and bass) when needed.

### **Praise and Worship Singers**

Minister in all services and provides vocal backup to the Worship Leader. Participation is by audition.

**KFIC Band**

Ministers in all services and provides instrumental back up to singing ensembles. Participation is by audition based on openings in various sections.

**Special Music (Soloists, Ensembles)**

The Minister of Music, Worship Leader or Delegated Director schedules special music participants for designated service times. Participation is by audition and the Minister of Music or his designee must approve selections.

**Music Video Projector Workers – Future Goal**

It is the obligation to meet the needs of our members and congregation. To acquire full participation during praise and worship, the Music Video Projector Workers provides words to all of the praise songs on the screen. The MVPW consist of members of the Music department. To ensure that this area operates in excellence the following guidelines are required to be met.

Must rehearse with the praise and worship team before services

Must have screen in operation fifteen minutes prior to services

Must have a schedule of date and times to be at services

Must check spelling



## Adult Praise & Worship Ministry Manual Review Acknowledgment Form

The Adult Praise and Worship Ministry Manual has been prepared for your information and understanding of the policies and procedures as it relates to the Adult Praise and Worship 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 Praise and Worship Ministry Manual which outlines the mission, purpose, goals, policies and expectations of the Adult Praise and Worship 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 Praise and Worship 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 Praise and Worship Ministry team.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)