



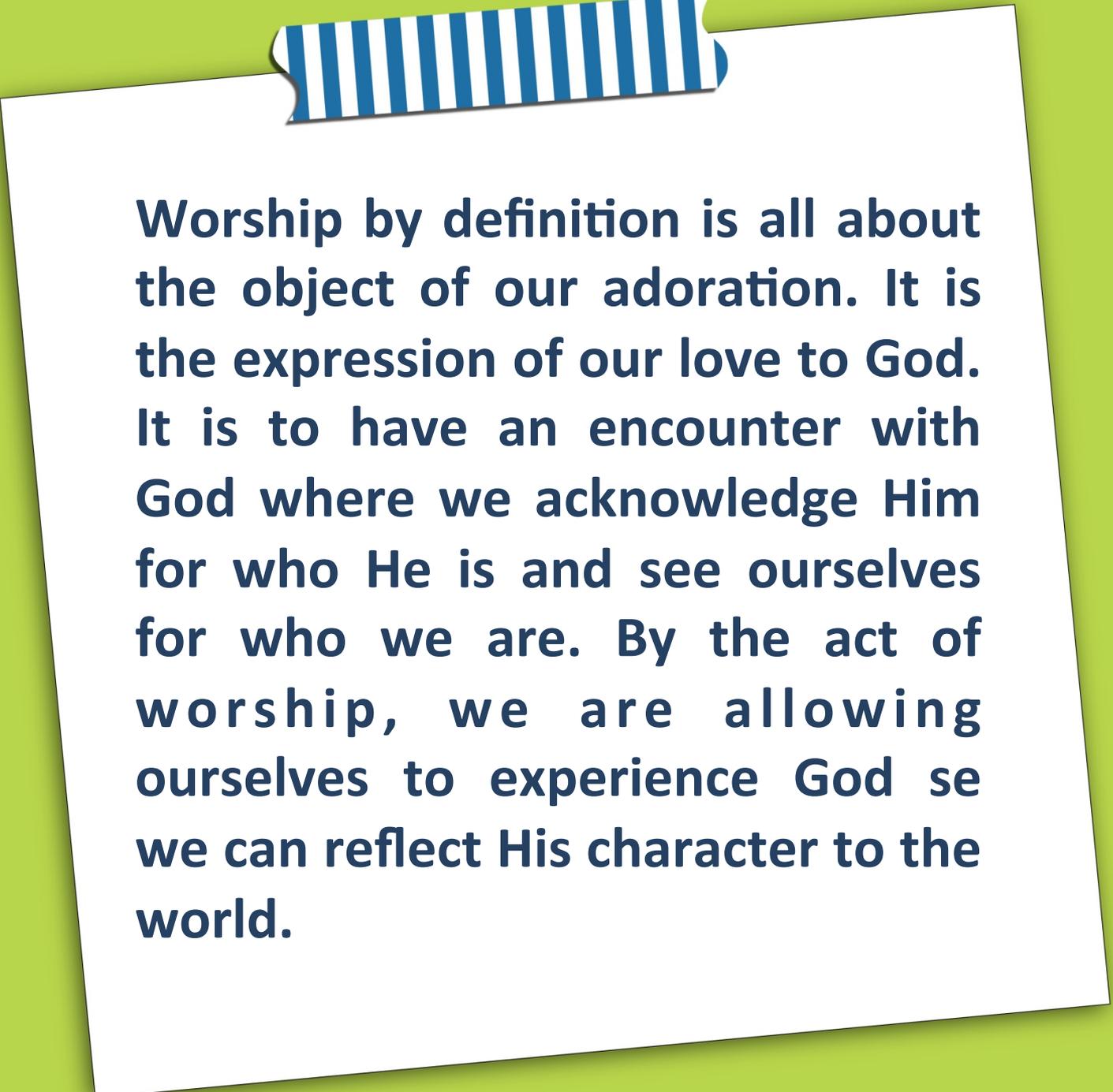
EL SHADDAI

DWXI - PRAYER PARTNERS FOUNDATION INT'L.

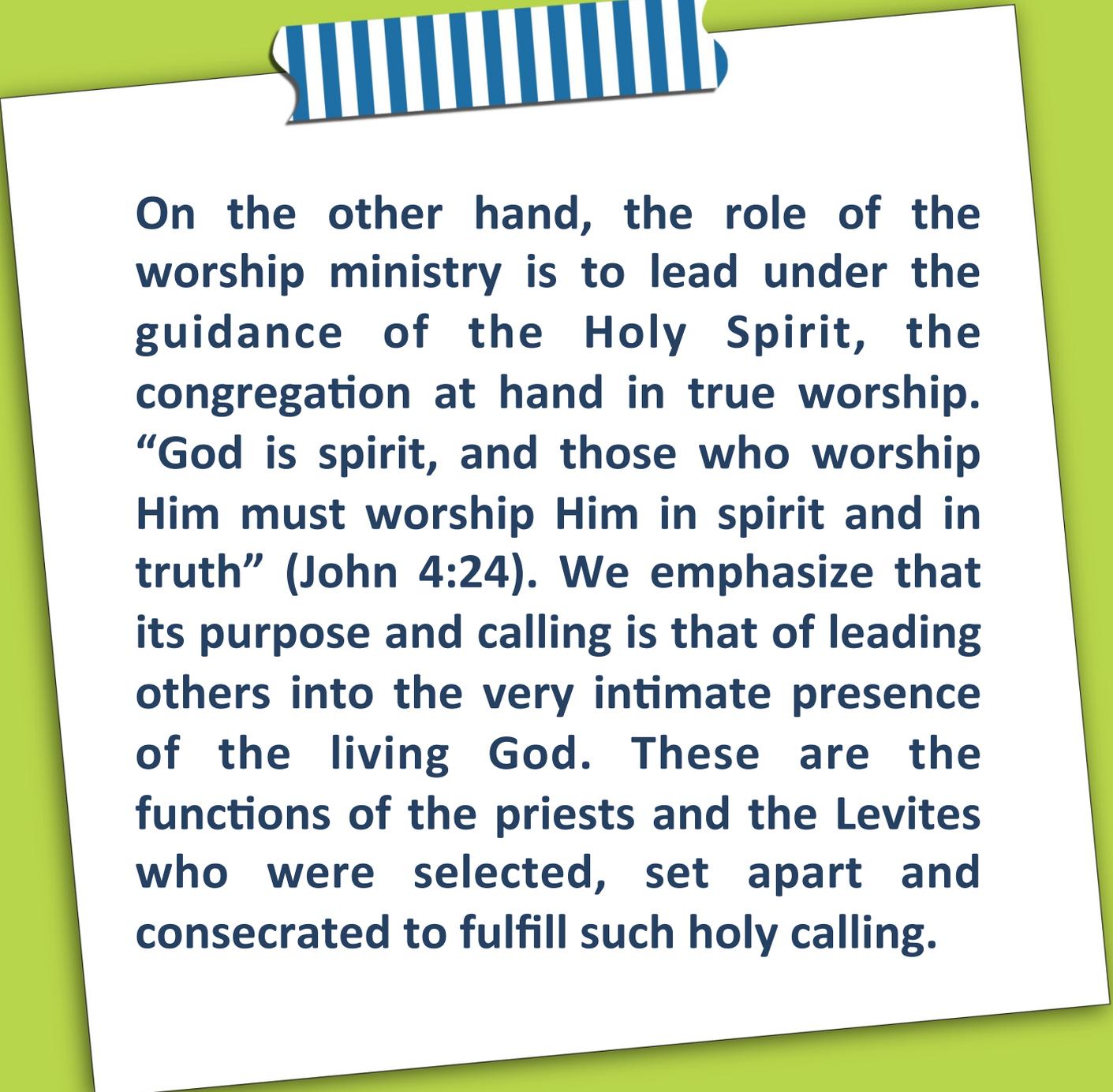
GOSPEL MUSIC

MINISTRY

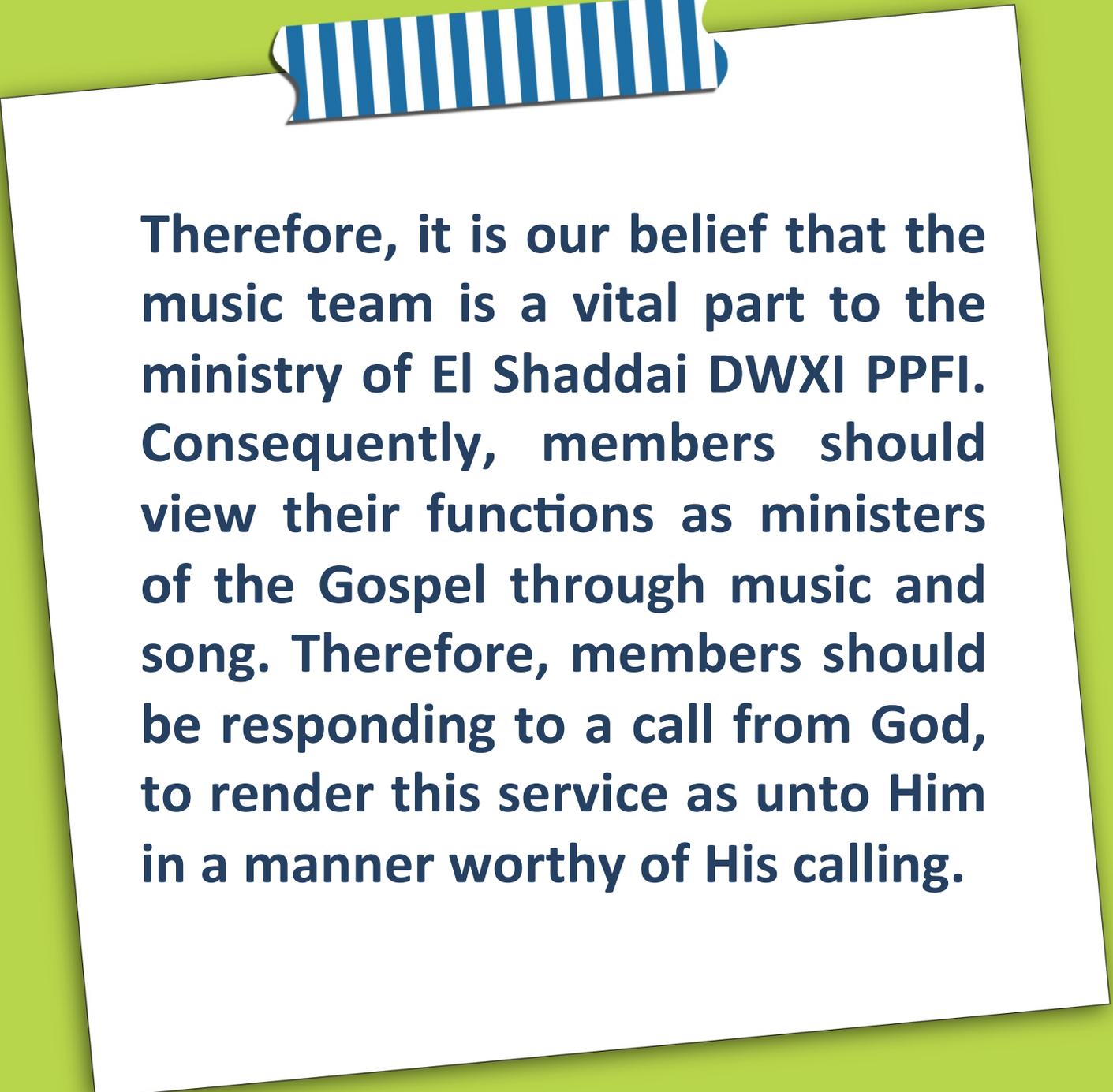
Guidelines and By-Laws



Worship by definition is all about the object of our adoration. It is the expression of our love to God. It is to have an encounter with God where we acknowledge Him for who He is and see ourselves for who we are. By the act of worship, we are allowing ourselves to experience God so we can reflect His character to the world.



On the other hand, the role of the worship ministry is to lead under the guidance of the Holy Spirit, the congregation at hand in true worship. “God is spirit, and those who worship Him must worship Him in spirit and in truth” (John 4:24). We emphasize that its purpose and calling is that of leading others into the very intimate presence of the living God. These are the functions of the priests and the Levites who were selected, set apart and consecrated to fulfill such holy calling.



Therefore, it is our belief that the music team is a vital part to the ministry of El Shaddai DWXI PPFi. Consequently, members should view their functions as ministers of the Gospel through music and song. Therefore, members should be responding to a call from God, to render this service as unto Him in a manner worthy of His calling.



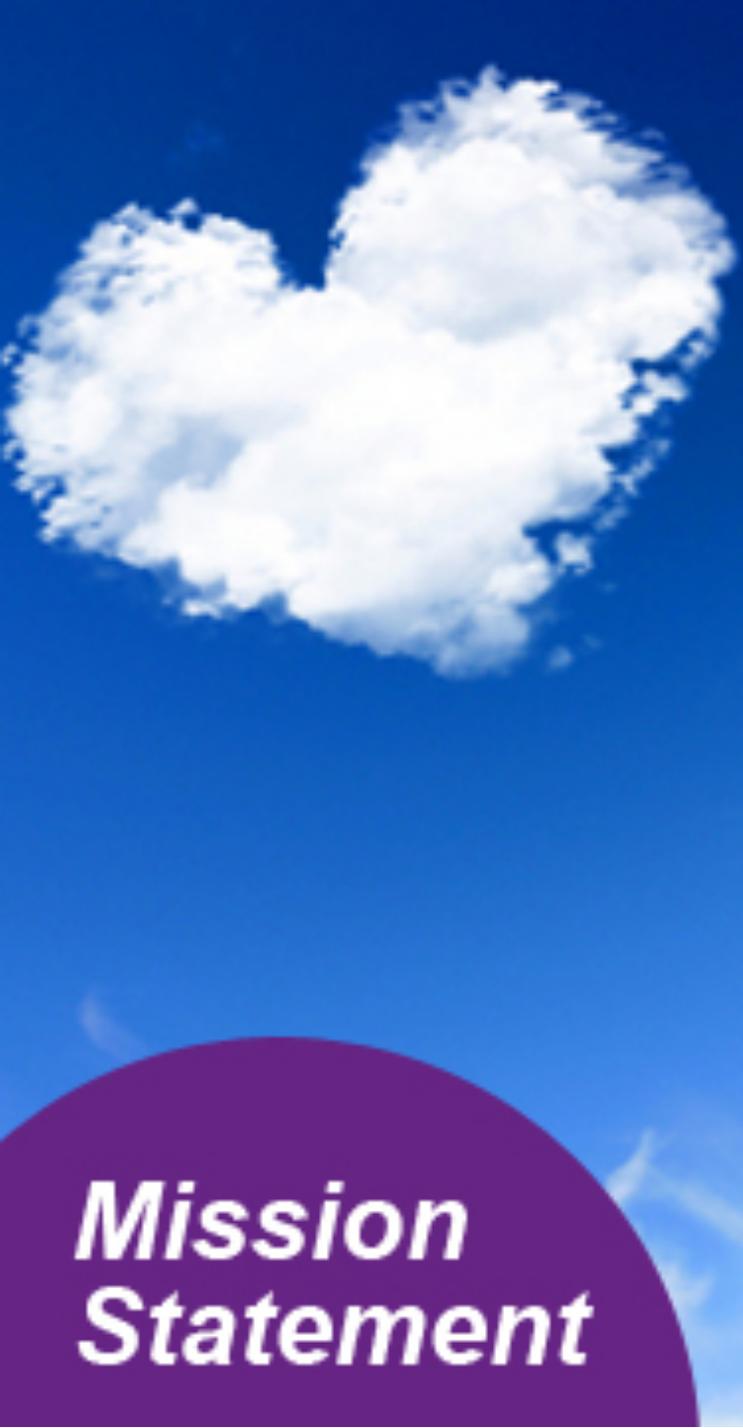
Thus, according to the El Shaddai General Pastoral Guideline and Manual for Service Volunteer Workers (1995 Revision Edition):

The music ministry supervises its choir and band members through its entire worship activities and organizes it in every detail, such as trainings, rehearsals, logistics, etc.

All the same, the councils manage its congregation through the appropriate actions recommending programs, ideas, and feedbacks which would contribute supplementary growth and development



**The Gospel Music Ministry
as the vessel of God in
Evangelization.**

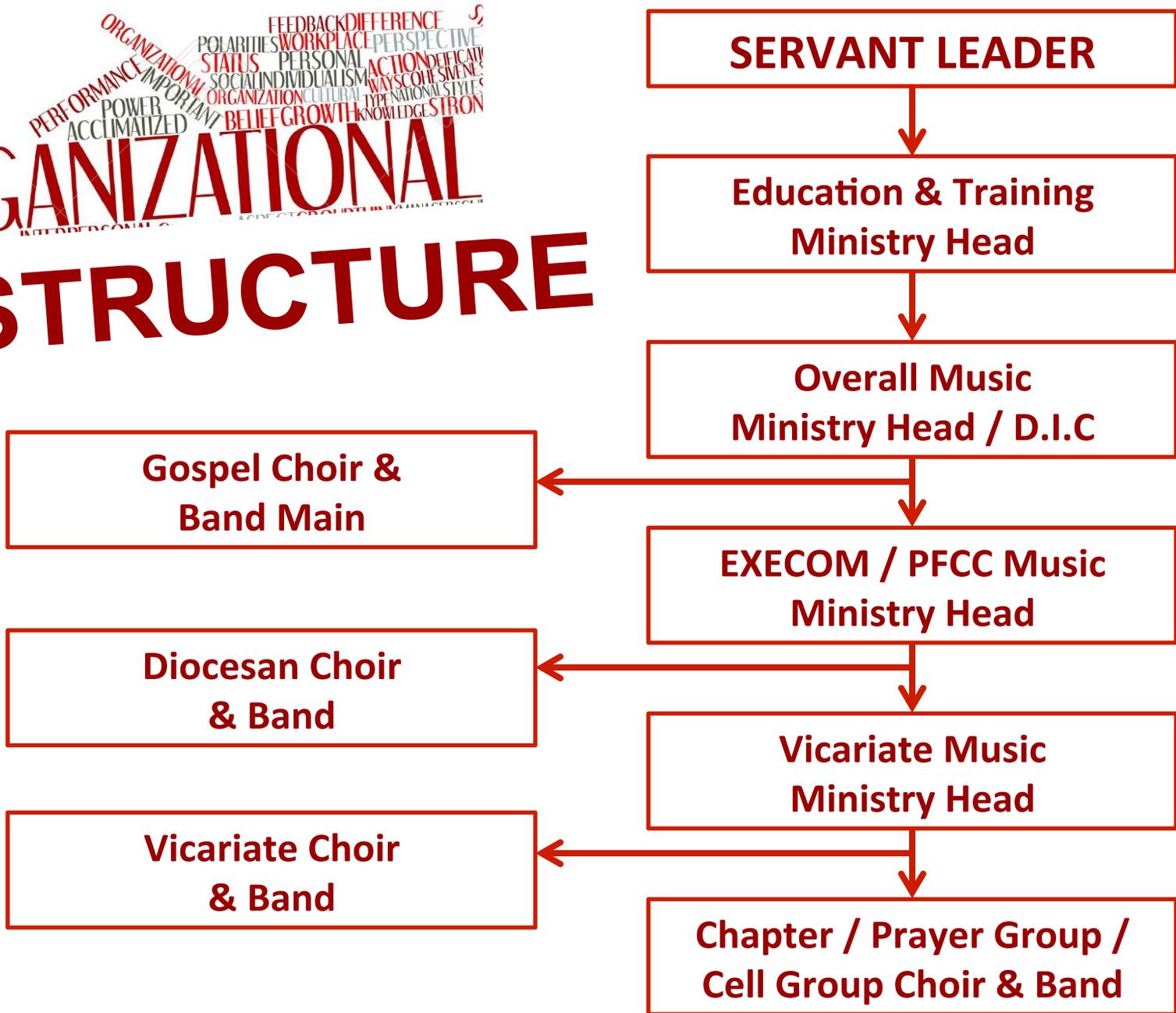


HOW CAN WE
BE **GOD'S**
VESSELS?

**As living epistles of the
Lord, our mission is to
revive Catholic faith
through pure and
excellent praise and
worship.**

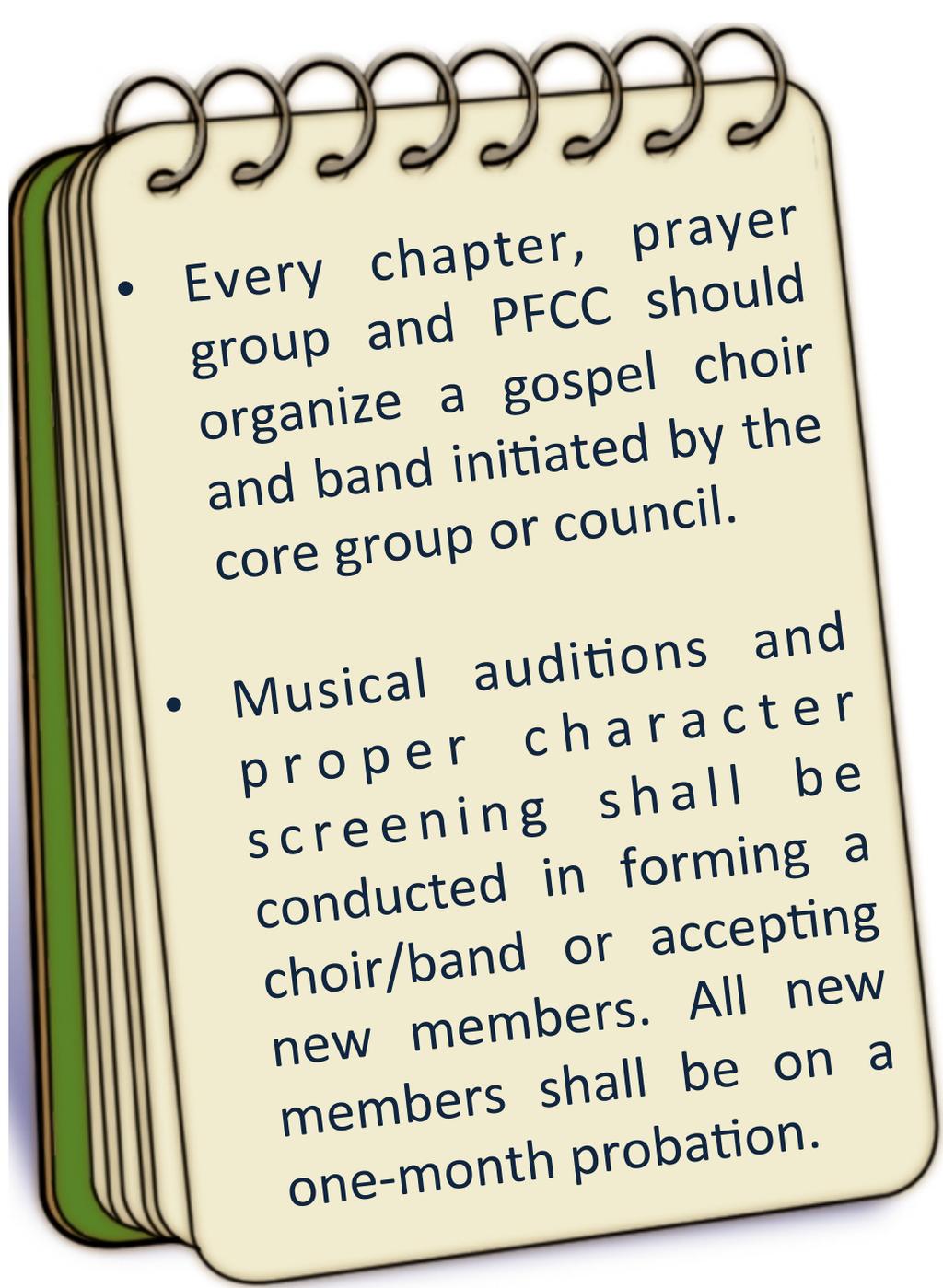
***Mission
Statement***

ORGANIZATIONAL STRUCTURE



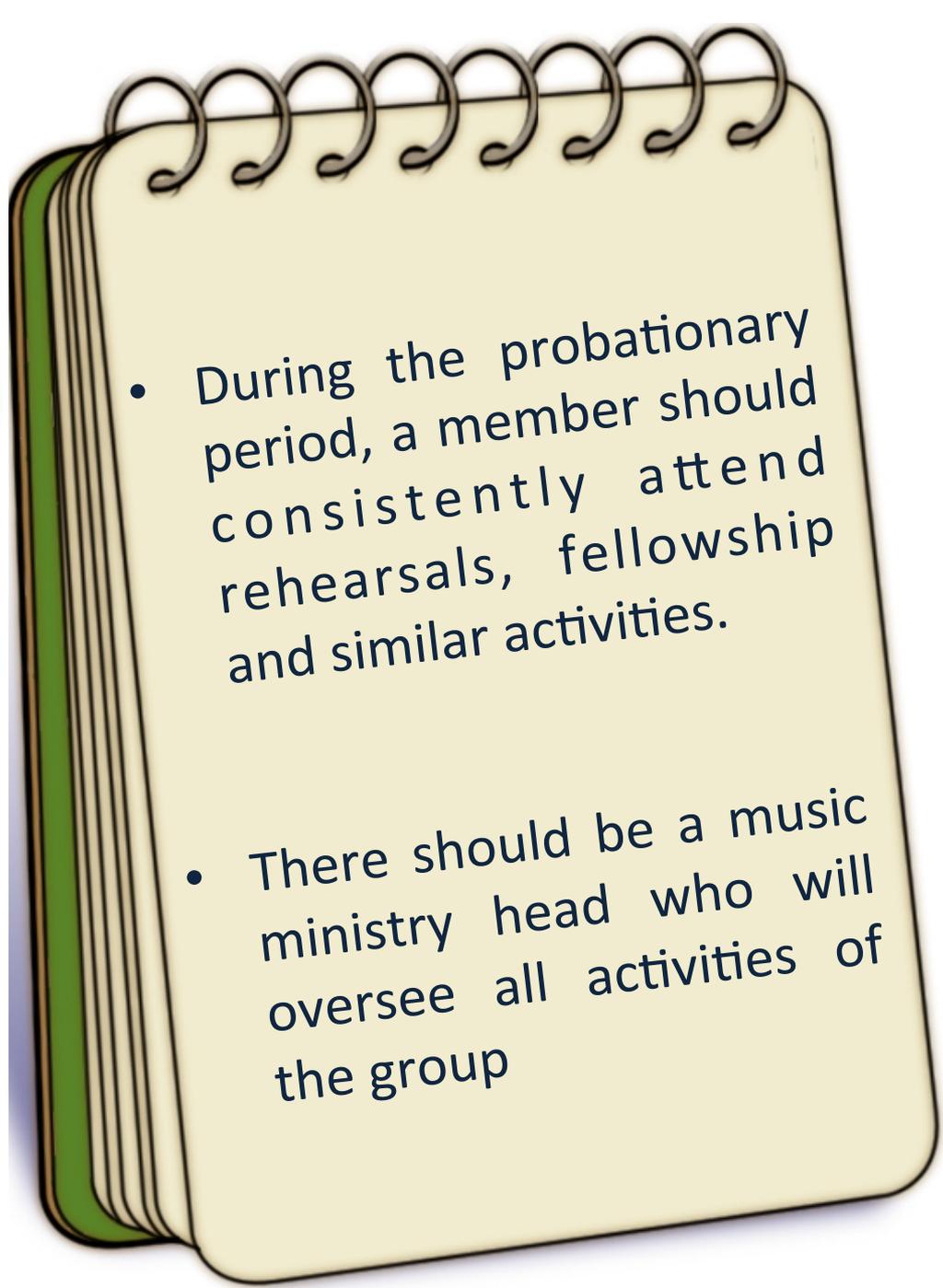


Important

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- Every chapter, prayer group and PFCC should organize a gospel choir and band initiated by the core group or council.
 - Musical auditions and proper character screening shall be conducted in forming a choir/band or accepting new members. All new members shall be on a one-month probation.



Important

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- During the probationary period, a member should consistently attend rehearsals, fellowship and similar activities.
 - There should be a music ministry head who will oversee all activities of the group



Important

- A balance number of male and female members should be considered in the choir if possible.

- Members of the Diocesan choir and band should have a mother chapter (home-base), thus must secure endorsement signed by the coordinator of his/her mother chapter.

GENERAL QUALIFICATIONS

Interested individuals should have the following qualifications

- ❖ Ten (10) point Guidelines per OMNIBUS Code (with light consideration on points 2, 6 and 10).
- ❖ Willingness to grow spiritually through the ministry.
- ❖ Passing the required screening and auditions.
- ❖ Physically (musically capable) and mentally fit.
- ❖ Willingness and ability to perform the tasks of a music minister (choir and band).
- ❖ Active member of the El Shaddai DWXI-PPFI ministry.

SCREENING AND AUDITIONS

- ❖ Musical auditions – to be conducted by the local trainer / musical director or the music ministry head in the absence of the local trainer / musical director.
- ❖ Character and personal screening

The following are required for submission to the screening committee:

- ✓ For singles – baptismal and confirmation certificates
- ✓ For married – church wedding / marriage certificate
- ✓ Bio-data as Form 201
- ✓ For Diocesan choir – letter of recommendation from the mother chapter duly signed by core group or council.

SCREENING AND AUDITIONS

- ❖ Interested individuals must undergo a process to know about their knowledge of the Catholic faith, particularly on the sacraments.
- ❖ Must have attended CLSS and BSM seminars.
- ❖ Must prove his/her availability in every assigned activity.
- ❖ Must undergo personal interview to be conducted by the office of the Music Ministry and Education department.

ACCREDITATION

- ❖ After qualifying and passing the screening and auditions, the new members will be issued an official ID duly signed by the Music Ministry Head and Education Head.
- ❖ Issuance of ID will commence only after the above-mentioned screening process would have been observed.

BASIC FORMATION AND SPIRITUAL UPLIFTMENT / DEVELOPMENT

- ❖ All candidates must attend every formation seminar, music symposium, workshops and general assemblies.
- ❖ For members' advancements, there should be a quarterly training and seminar (technical and spiritual) on both the choir and instrumentalists. A separate seminar for the instrumentalists is encouraged to be conducted.

ROLE AND FUNCTIONS OF LEADERS

- ❖ Official leaders (the music head and the trainer) of the music ministers must come from or chosen or appointed by the council / core group or working committee. The group however, can organize delegation of duties such as custodian, section leaders, treasurer and scribes.

JOB DESCRIPTION

A Musical Director is responsible for the following:

- ❖ Technical training of the group
- ❖ Order and discipline during rehearsals and activities

Music Head (PFCC)

- ❖ Shall act as the guardian and spiritual leader of the group.
- ❖ Oversees the discipline, process and spirituality of the members.
- ❖ Shall be the immediate over-all head of the music ministry chapter in PFCC, in coordination with the chapter coordinators and the chapter music heads.

- ❖ Shall coordinate with the disciple in charge and the Working Committee every activity and musical participation of the group such as symposium, seminars, teambuilding, competitions, concerts, etc., with the approval of the Music and Education heads (at the general office in Amorsolo, Makati) respectively.
- ❖ Shall report on any offense, and recommend disciplinary actions to the Music and Education head offices, in coordination with the disciple in charge and working committee for evaluation.
- ❖ At his/her option, shall create specific guidelines, subject to the approval of the Music and Education heads (at the general office in Amorsolo, Makati) respectively.

Remember!



Final decision should come from the music head of every group in coordination with the disciple in charge and the working committee / council. If conflict exists, the decision should be elevated to the music and education heads and if need arises, to the servant leader.

GUIDELINES ON DISCIPLINE

ATTENDANCE

- ❖ Attendance to all scheduled events and rehearsals are important.
- ❖ All music ministers are expected to attend events such as symposium, formation, assembly workshop, meetings, etc. a written memo is required in advance of an absence of the member, if applicable
- ❖ If conflict of schedule may arise due to work or school, the member must submit his/her school schedule or certification from work.

- ❖ For those who cannot comply with the scheduled rehearsal due to work or study, they will serve as back-up vocals or be given other chores.
- ❖ Latecomers can only sing / serve with the discretion of the musical director and the music head.
- ❖ Habitual tardiness and absences shall be subject to disciplinary action.
- ❖ A “No Practice, No Singing/Ministering Policy” must be followed, except for some valid reasons as determined by the music head.

GUIDELINES ON DISCIPLINE

BEHAVIOR DURING REHEARSALS, SERVICES, AND OTHER ACTIVITIES (MASS, FELLOWSHIPS, ETC.)

All members must observe the following:

- ❖ To show respect and cooperation to the trainer or music head during rehearsals and services;
- ❖ To observe proper decorum during mass and fellowship services;
- ❖ To behave and not to leave their area / assigned places during worship services, except for emergency and valid reasons;

- ❖ To be prepared and properly disposed in every worship services;
- ❖ To follow the music ministry head and worshiper during practices and actual praise and worship at all times;
- ❖ To be attentive and cooperative during vocalization / practice; show respect when other voice parts are rehearsing;
- ❖ To follow the “No binding and Warm-up, No Singing / Ministering Policy”

In case for some valid reason, a member who is unable to attend to the binding / prayer time may ask the music ministry head to bind with him in prayer before singing or ministering.

GUIDELINES ON DISCIPLINE

CODE OF CONDUCT

- ❖ Must be punctual and consistent in attendance, rehearsals and ministry assignments.
- ❖ Must show honesty, sincerity and humility in his /her dealing with others and in fulfilling tasks and endeavors given.
- ❖ Must be fair in judgement.

- ❖ Must show humility and openness in accepting feedbacks and corrections.
- ❖ Must show modesty in speaking, acting and showing your character.
- ❖ Must be free from bondage of materialism, vices, lust, arrogance and pride.
- ❖ Must be constantly aware and protect the sacredness of his / her vocation, therefore must not subject him / herself into a compromising situation.

GUIDELINES ON DISCIPLINE

BEHAVIOR AND CONDUCT / OFFENSE PROCEDURE & SANCTIONS

When an offense is committed, the following shall be observed:

- ❖ The music ministry head (chapter / diocese level) must report the incident of offenses to the core group / working committee through the disciple in charge.
- ❖ The music ministry head, together with the working committee shall decide on whether or not to impose preventive suspension on the offender.

- ❖ When a service volunteer is suspended as a disciplinary action, he / she is not allowed to serve in any other community of El Shaddai DWXI-PPFI until the suspension have been lifted.
- ❖ A member who committed a major offense, shall undergo disciplinary actions and proper character training for a particular period, as determined by the music ministry head. Upon favorable evaluation, a clearance shall be issued to the concerned member for that purpose. In such case, the concerned member will no longer be banned from outreaches, provided, that the rules and regulations are being observed and followed.

GUIDELINES ON DISCIPLINE

LITUGICAL ATTIRE

- ❖ Every diocesan / chapter music team must have fitting attire and express the dignity of a music ministry member. Therefore, it must be modest, not calling attention to oneself.
- ❖ The style, materials and color of the official attire should be decided by the music ministry with consultation from the working committee / core group.

GUIDELINES ON DISCIPLINE

MISSION ORDER / CLEARANCE

Every member should secure a mission order or clearance on the following situations:

- ❖ When a member is requested to guest or support in another chapter or prayer group which is not his / her home-base. The music ministry head and core group are responsible to issue a mission order / clearance. It should be signed and approved by the music head and coordinator.
- ❖ All members are required to secure a mission order / clearance for all the outreaches without any conflict of his / her schedule and location.

GUIDELINES ON DISCIPLINE

LEAVE OF ABSENCE

- ❖ After a month from the last attendance in the regular meeting and activity, the concerned shall write the music ministry head and the disciple in charge, requesting to be on leave due to unforeseen and pressing circumstance. The leave of absence should not exceed six (6) months.

CANDIDACY FOR A PUBLIC POSITION

- ❖ Upon filing the certificate of candidacy when running for public office, the subject shall automatically take a leave of absence.

GUIDELINES ON DISCIPLINE

PROPER COORDINATION WITH THE MUSIC AND EDUCATION AND TRAINING DEPARTMENT HEAD

- ❖ Music head shall report in writing, from time to time of whatever is necessary for the information of the music ministry and education head.
- ❖ In case of acquiring through donation of whatever kind of money, instrument, etc., these must be reported to the working committee and shall be treated with care as something entrusted to the group by Yahweh El Shaddai.
- ❖ The music head shall make in writing all proposed activities for the group; or even request from other chapters for some members of the choir to serve and join their activities. A mission order shall be issued to be approved by the disciple in charge, music & education heads

GUIDELINES ON DISCIPLINE

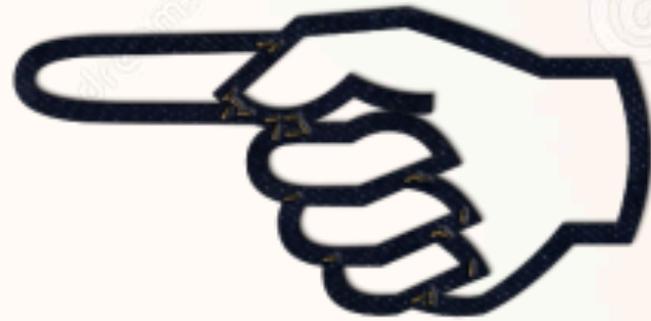
ENGAGING IN SECULAR MUSIC

- ❖ While this kind of music is the one that devil uses to propagate and influence, if inevitable, such as attending social gatherings, one must exercise caution in performing especially in choosing songs.
- ❖ If work pushes into a compromising situation, a member is encourage to look for another job.

FINANCIAL SUPPORT

- ❖ The Lord will provide all our needs. Thus, may restate this dictum, “We are volunteer missionaries of the living God, and not hired Mercenaries. We live by faith that the Lord of the harvest will provide all our mission needs.”

Remember!



The guidelines should be strictly performed and implemented by the music ministry heads, disciple in charge and the core group / council, motivated with love, under the guidance of the Holy Spirit.



To

GOD

BE

THE

GLORY