

## Worship Orchestra Membership Requirements & Guidelines

*We are excited you want to serve as a member of the FBCGE Worship Orchestra! As members, we must be fully committed and united in our mission to tell the world the Good News about Jesus Christ.*

*When you join the orchestra, you are committing to serve with all your heart for at least one year and we thank God for you. Please read these guidelines carefully. They are intended for ALL orchestra members as a way for us to have order and unity.*

### **REQUIREMENTS**

- Be a member of First Baptist Church of Glen Este
- Seek to live a life pleasing to the Lord.
- Complete the Worship Orchestra Enrollment Application.
- Schedule an instrument screening interview for proper placement

### **ATTENDANCE**

- Members are expected to be faithful and committed to Sunday rehearsals, Sunday worship services, and special events unless providentially hindered.
  - **Weekly Wednesday Rehearsal: 7:00 - 8:30 pm / Orchestra Room/Worship Center**
  - **Weekly Sunday Service: 9:00 am / Worship Center**
  - **Special Rehearsals:** *scheduled when necessary*
  - **Special Events/Concerts: Christmas, Easter, Celebrate America, etc.: TBA**
- Members are expected to arrive **on time** and **check-in** at the Electronic Check-in System weekly for rehearsals and worship services. On Sunday morning, check-in computers are located just outside and just as you enter the Choir Room and are available for check-in from 6:00 am to 12:00 noon. On Wednesday evening, check-in computers are available for check-in from 5:00 pm to 9:00 pm. Type your name and select "Check-In"
- Failure to check-in will result in an automatic absence. **It is the responsibility of every orchestra member to check-in.** Excessive absences or patterns of lateness are signs of a chronic issue or a lack of commitment to the ministry and may ultimately affect your participation in the orchestra ministry.
- Attendance data will be reviewed by music leadership on a weekly basis. Overall attendance patterns will be reviewed on a quarterly basis.
- While your participation is expected, we recognize that certain circumstances may prevent your attendance. Please call or email the music office, or "Blockout" dates using the Planning Center Online app to let us know if you must be absent.



**First Baptist Church of Glen Este Music Office:**

Pastor Allen Haughton / [pastorallen@fbcge.org](mailto:pastorallen@fbcge.org) / 513-752-0936 (Minister of Music & Worship)

## Worship Orchestra Membership Requirements & Guidelines

### SUNDAY SERVICES

- The orchestra ministry is a vital part of the 9:00 am service every Sunday morning. Each orchestra member is expected to be present at all services. You must be in the orchestra section, checked-in and prepared to minister by **8:55 am**. On Wednesday evenings you must be in the orchestra section, checked-in and prepared to rehearse by **6:55 pm**.
- Each member should be in a spirit of prayer in readiness for each service.
- **If you are late** please join the orchestra section as quickly and quietly as possible.
- **DO NOT** leave the orchestra section until the orchestra's designated time to leave or until the service has been concluded by Pastor Snook, unless you have made prior arrangements with Steve Sheets or Pastor Allen.
- **REMEMBER:** Talking during sound check, rehearsal or services is not courteous to others.

### SEATING

- Please sit in your section of the orchestra for rehearsals and for Sunday services.
- Please be willing to move if asked by leadership.

### ORCHESTRA FOLDERS

- Folder numbers will be assigned once you become a member.

### MUSIC

- All orchestra music is now available online and can be viewed during rehearsals from your tablet or device (*please see page 3 for instructions*). **ALL ORCHESTRA MEMBERS** are encouraged to have a tablet or device to use during rehearsals. You will also have an Orchestra Folder with printed music available.

### HOUSEKEEPING

- **DO NOT** wear excessive perfume or cologne to rehearsals or on Sunday services.
- On Sunday mornings, be seated in the orchestra section by **8:55 am**
- Wednesday evenings, be seated in the orchestra section by **6:55 pm**.
- **We will open the First Notes Cafe for fellowship @ 6:30pm**





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## Music Stand / Planning Center Online

### ACCOUNT SET-UP

- Once you are a choir member, you will be added to our online service planning database, Planning Center Online (PCO).
- 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 SERVICES  & MUSIC STAND  apps 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, SERVICES and MUSIC STAND login and password are the same.
- **Please Manage your Schedule** using the SERVICES app or PCO and connect your PCO schedule to your device calendar. Use the "**Blockout**" section to schedule dates that you will miss choir for work, vacations, etc.

### HOW TO USE MUSIC STAND

1. From the column on left side of screen, select Music for This Month or Worship Choir Rehearsal. If this column does not appear, tap the 3 bars in the upper left hand corner of your screen. If you have accepted the PCO invite the plan will be green. If it is yellow select the plan and accept the invite. the schedule will now be available to you.
2. Select the appropriate Plan/Date from the My Schedule column.
3. Select the date of the rehearsal you wish you view. Music Stand will begin loading the songs for that rehearsal/service.
4. For each song listed, you need to download the PDF file that matches your instrument. To do this, tap the down arrow under the song title. A drop-down menu will appear. Tap the PDF files that correspond with your instrument(s) to download. Do this for each song.
5. Once you have downloaded the files for your instrument, you are now ready to view your music. Simply tap on the song title you wish to view.

**NOTE:** *It may be helpful to complete step 5 above AT HOME since the church WIFI is sometimes slower than desired. If you need to use the church WIFI, use the information below. You may also use cellular data to download your music, at your own expense.*

### WIFI INFORMATION

- Church network and password: **FBC\_Guest / Romans3:23**



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