

Worship Choir Membership Requirements & Guidelines

*We are excited you want to serve as a member of the FBCGE Worship Choir!
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 choir, 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
choir 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 Choir Application.
- Schedule a vocal interview for choir placement

ATTENDANCE

- Members are expected to be faithful and committed to Sunday rehearsals, Sunday worship services, and special events unless providentially hindered.
 - **Weekly Sunday Rehearsal: 4:30 - 5:45 pm / Choir Room/Worship Center Weekly**
 - **Sunday Service: 10:30 am & 6:00 pm / Worship Center Special Special Event**
 - **Sunday Special Rehearsals: 4:00 - 4:30 pm / Choir Room/Worship Center Special Events/Concerts: Christmas, Easter, Celebrate America, etc**
- 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 Sunday afternoon, check-in computers are available for check-in from 3:00 pm to 8:00 pm. Type your name and select "Check-In"
- Failure to check-in will result in an automatic absence. **It is the responsibility of every choir 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 choir 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 / 513-752-0936 (Minister of Music & Worship)

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SUNDAY SERVICES

- The choir ministry is a vital part of the 10:30 am service every Sunday morning and the 6:00 pm service every Sunday evening. Each choir member is expected to be present at all services. You must be in the choir entrance stairs/hallway in position, checked-in and prepared to minister by **10:25 am**. On Sunday evenings you must be in the choir loft, checked-in and prepared to minister by **5:55 pm**.
- Each member should be in a spirit of prayer in readiness for each service.
- **If you are late** please join the choir at the end of a row do not attempt to make your way to your normal seating location once the choir is in the Worship Center.
- **DO NOT** leave the choir loft until the choir's designated time to leave or until the service has been concluded by Pastor Snook, unless you have made prior arrangements with Pastor Allen.
- **REMEMBER:** Talking during sound check, rehearsal or services is not courteous to others.

SEATING

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

CHOIR BOX & ROBES

- Box and robes numbers will be assigned once you become a member.
- You will be contacted by our office to schedule a robe fitting.

MUSIC

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

HOUSEKEEPING

- **DO NOT** wear excessive perfume or cologne to rehearsals or on Sunday services.
- On Sunday mornings, be lined up and ready in the choir hallway by **10:25 am** and on Sunday evenings, be seated in the loft by **5:55 pm**.
- Please leave your Sunday morning ABF class early if needed.



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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 Mangle 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

- % 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.
- & Select the appropriate Plan/Date from the My Schedule column.
- ' " Select the date of the rehearsal you wish you view. Music Stand will begin loading the songs for that rehearsal/service.
- (" For each song listed, you need to download the Piano/SATB and/or Choral/Vocal pdf file. To do this, tap the down arrow under the song title. A drop-down menu will appear. Tap Piano/SATB or Choral/Vocal pdf file to download. Do this for each song.
-)" Once you have downloaded the Piano/SATB and or Choral/Vocal pdf file, 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. Oftentimes, the church WIFI is 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**
- Please do NOT try to use the "Belkin" network- it is no longer in use.



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