

Worship Choir Membership Requirements & Guidelines

*We are excited you want to serve as a member of the FBCW 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 Woodstock.
- Seek to live a life pleasing to the Lord.
- Complete the Worship Choir Application.

ATTENDANCE

- Members are expected to be faithful and committed to Wednesday rehearsals, Sunday worship services, and special events unless Providentially hindered.
Weekly Wednesday Rehearsal: 6:30 - 8 pm / Worship Center
Weekly Sunday Service: 9:30 am / Worship Center
Special Events: 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 Wednesdays, check-in computers are located on the worship center stage and are available starting at 5:45pm. On Sundays, please check-in on the 3rd floor near our warm-up area at the choir counter between 7:30 and 9:20am. Use the last 4 digits of your phone number, home or cell.
- 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 result in your dismissal from the choir.
- Attendance data will be reviewed by choir 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 to let us know if you must be absent.



First Baptist Church Woodstock Music Office:

Scott White / Scott.White@fbcw.net / 678-494-2876 (Sr. Minister of Music & Worship)
Lacey Hight / Lacey.Hight@fbcw.net / 678-494-2876 (Assistant)
Karen Lancaster / Karen.Lancaster@fbcw.net / 678-494-2732 (Choir Librarian)

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SUNDAY SERVICES

- The choir ministry is a vital part of the 9:30 am service every Sunday morning. Each choir member is expected to be present at all services. You must be in the 3rd floor hallway in position, checked-in, in your robe (when wearing them), and prepared to minister by **9:05 am**.
- Each member should be in a spirit of prayer in readiness for each service.
- **DO NOT** join the choir line-up once we have started moving from the hallway to the worship center.
- **DO NOT** leave the choir loft until the service has been concluded by Pastor Johnny, unless you have made prior arrangements with Scott White.
- **DO NOT** talk when Scott is leading the warm-up time.

SEATING

- Please sit in your section for rehearsals and on Sunday mornings.
- Please be willing to move if asked by leadership.

ROBES

- Robes 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 will be viewed during rehearsals from your tablet or device (*please see page 4 for instructions*). ALL CHOIR MEMBERS are asked to have a tablet or device to use during rehearsals. We do NOT use folders or printed music.

HOUSEKEEPING

- **DO NOT** wear perfume or cologne to rehearsals or on Sunday mornings.
- On Sundays, be lined up in the choir hallway (3rd floor), in your robe by **9:05 am**. Please leave your Sunday Morning Group 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 MUSIC STAND app 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 and MUSIC STAND login and password are the same.

HOW TO USE MUSIC STAND

1. From the column on left side of screen, select FBCW Rehearsals. If column does not appear, tap the 3 bars in the upper left hand corner of your screen.
2. Select Scott's Wednesday Rehearsals.
3. Select Wednesday Rehearsal Schedule.
4. Select the date of the rehearsal you wish you view. Music Stand will begin loading the songs for that rehearsal.
5. For each song listed, you need to download the Piano/Vocal pdf file. To do this, tap the down arrow under the song title. A drop-down menu will appear. Tap Piano/Vocal to download. Do this for each song.
6. Once you have downloaded the Piano/Vocal files, 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. Often times, 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: **wstkpublic / 0987654321**
- Please do NOT try to use the fbcwpublic network- it is no longer in use.



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