



National Music Department

H A N D B O O K

LeKettra Bennett

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N.P.P.C.I. Music Dept.

What is Music Ministry

The music ministry is generally expressed as service to the congregation of the church and God. Encouraging believers, supporting the sermon, praising and worshiping God and sharing the gospel with nonbelievers through song which are all the responsibilities of the music ministry.

Music Department

Purpose:

- To praise and lift up the name of Jesus Christ
- To edify the body of Christ
- to promote and teach the worshiping of our wonderful Savior
- to work in close conjunction with the board of bishops and leaders to successfully teach and promote the union of the gospel and song in the services
- To create an atmosphere highly anointed and powerfully saturated with the holy presence of God
- to thoroughly minister to God's people and ourselves with faith and expectancy of deliverance in saving power
- Do you encourage and develop musicians and singers who will use their gifts for God
- to enhance the already obtain musical skills with spiritual knowledge and influence
- to evangelize leading the Holy Spirit speak to us and song that a soul may be one for the Lord

Vision: To establish a healthy and fair music department that supports all areas of the NPPCI organization, working hand in hand with the leaders to cultivate an attitude and set the precedent for ministering with music in excellence, providing a direct support to the entire organization that will aide and enhance the growth, evangelism, and effectiveness of the N.P.P.C.I.

Mission Statement:

Goals:

- Establish a team, staff, and group members that will provide a clear organizational structure and empower individuals.
- To give every musician and singer, regardless of age and position, an opportunity to minister and share their gifts.
- Establish a learning environment to cultivate and grow more singers and musicians from within N.P.P.C.I.
- To promote and equip individuals to live a life of worship and to minister effectively with the talent of music, and gifts of leadership, creativity, and discernment.

- Train and prepare the entire Music Department both singers and musicians to successfully produce a recorded work and distribute to expand the arm of evangelism for N.P.P.C.I.
- Establish a compensation plan for musicians supporting events throughout the week.
- Establish working relationships with other auxiliaries to support and assist their designated nights and conferences.

Philosophy of Music

This is more than a song: it is the foundation of our worship. Worship is more than a thought or phrase: it requires active participants. Worship is the very essence of communication with God. A church is much more than a place to visit on Sundays. It is the dwelling place of Jehovah. God Almighty has chosen to make His abode within each of us, therefore, we are the Church! In the Old Testament days, singers and musicians let the children of Israel into battle and ushered them into the sacred worship of Yahweh. Today, through the ministry of music, the church, the body of Christ, experiences the victory of the battle as well as the intimate worship of our most high God.

When taking the above into consideration, we, the singers and musicians of the national Pentecostal Power Churches, Inc. have an awesome responsibility; we are more than just a choir and group of musicians; we are worship leaders and ministers through music. The expressions on our faces in the enthusiasm we demonstrate will extend to the congregation and inspire them to praise the Lord and enter into the holy of holies. When the body begins to worship and on one accord, the Lord will move in many mighty ways, often manifesting himself in healing, deliverance, and salvation.

National Conference: 1ST Weekend in November

3 day weekend

1 night of setup, sound check, practicum

1 night of service

1 day of seminars, clinics, and rehearsals

1 night Concert

Requirements:

Report as an Auxiliary- present financial records to the Board of Bishops by July 1.

Pay Auxiliary dues of \$400 each year, due in General Convention.

All participating musicians during events must register and be a member of a NPPCI assembly: baptized and seeking the Holy Ghost, if not already born again.

Typical Band for Choirs and Praise and Worships:

Organist

Aux Keys/Track

Drums

Lead Guitar

Guitar
Bass

May require commitment to attend Pentecost and Convention on weekdays. A rotation will be implemented to ensure fairness to all members.

CONSTITUTION AND BY-LAWS National Music Department

Section 1. Name

This auxiliary shall be known as the National Music Department of the Pentecostal Power Church and shall be under the auspices of the general Board of Bishops.

Section 2. The executive board shall consist of:

- (a) Minister of Music
- (b) Musician Coordinator
- (c) Administrative Assistant
- (d) Financial Officer
- (e) Praise and Worship Leader
- (f) Praise and Worship Leader
- (g) Praise and Worship Leader
- (h) Mass Choir Director
- (i) Mass Choir Director
- (j) Youth Choir Director
- (k) Youth Choir Director

Section 3. Duty of the Minister of Music

under direct supervision of the Board of Bishops, is responsible for the implementation and successful execution, Prepare, develop and maintain programs and ministries to enhance the healthy spiritual, physical, and emotional development of those under your influence Be effective in all aspects of ministry to equip youth and adults with their musical gifts and abilities in serving God in and through NPPCI and record statistical information pertaining to all music and creative arts programs at the corps and participants in divisional groups. A Director of Music helps develop and lead the worship music ministry for the church, in consultation with the senior pastor and other team members, in a way that is consistent with the mission, values, and theology of the church community. Will be required each calendar year to attend a minimum of 1 music conference, whether virtually or in person to improve skills related to said position each year and be able demonstrate knowledge to train your group and prepare your successor.

Section 4. Duty of the Musician Coordinator

The Musician Coordinator, under direct supervision of the Minister of Music, is responsible for the implementation and successful execution of supervising of the musicians and selection arrangement of musicians on parts. The Coordinator will work closely with all P&W Leaders and Choir directors to determine the arrangement and timing of songs. Shall give suggestions during conflict on voicing and or instrumentation to find resolution before presenting conflict to Minister of Music for affirmation or final decision. Will act as the liaison to the musicians and help communicate and execute the vision of the minister of the music and the Board of Bishops. Will be required each calendar year to attend a minimum of 1 music conference, whether virtually or in person to improve skills related to said position each year and be able demonstrate knowledge to train

your group and prepare your successor. The Musician Coordinator is expected to advocate for the music program and the ministry of the organization.

Section 5. Duties of the Administrative Assistant

1. under direct supervision of the Minister of Music, is responsible for performing various clerical, record-keeping and administrative tasks that support the Music & Worship Arts Ministry operations. Assists in various music ministry projects. Assists in creating an atmosphere in the department that is positive and spirit-filled. Provide administrative support to the Minister of Music and Music & Worship Arts team as required and requested. Coordinate, collaborate, and provide support in the communication efforts of the ministry through email, newsletters, flyers, and other means. As a part of the music team, this administrative assistant is expected to advocate for the music program and the ministry of the organization.

Section 6. Duty of the Financial Officer

under direct supervision of the Minister of Music, is responsible for creating and maintaining financial records of the Music Department, keeping a running log within Excel or Quickbooks, that is readily available when requested by the Board of Bishop and or Minister of Music. Will participate in fundraising idea conception and implementation. Shall hold all information confidential and select a qualified, trustworthy, and dependable assistant to maintain in his/her absence. Will be present in all business meetings to speak to the financial health of department and aid in development of yearly budget. Will act as the voice of reason to keep budget on track.

Section 7. Duty of the Praise and Worship Leader(s)

under direct supervision of the Minister of Music, is responsible for the implementation and successful execution of recruiting, organizing, and scheduling all praise team singers for worship services. Schedule and lead praise team rehearsals. Prepare all praise team music for specific service and coordinate music arrangements with the Musician Coordinator, musicians, and singers in a timely manner for their preparation. Lead pre-service prayer with team. The praise and worship leader shoulders responsibility for the flow of the service and the mood and readiness of the congregation to hear God's word as spoken through the pastor. Will be required each calendar year to attend a minimum of 1 music conference, whether virtually or in person to improve skills related to said position each year and be able demonstrate knowledge to train your group and prepare your successor. The Praise and Worship Leader is expected to advocate for the music program and the ministry of the organization.

Section 8. Duty of the Mass Choir Director(s)

under direct supervision of the Minister of Music, is responsible for the implementation and successful execution of recruiting, organizing the choir, and scheduling practices. Will collaborate with Minister of Music and Musician Coordinator to select and or arrange songs for the meeting. Will be responsible for teaching vocal parts and directing the choir during the service. Will be required each calendar year to attend a minimum of 1 music conference, whether virtually or in person to improve skills related to said position each year and be able demonstrate knowledge to train your group and prepare your successor. The Choir Director is expected to advocate for the music program and the ministry of the organization.

Section 9. Duty of the Youth Choir Director(s)

under direct supervision of the Minister of Music, is responsible for the implementation and successful execution of recruiting, organizing the choir, and scheduling practices. Will collaborate with Minister of Music and Musician Coordinator to select and or arrange songs for the meeting. Will be responsible for teaching vocal parts and directing the choir during the service. Will be required each calendar year to attend a minimum of 1 music conference, whether virtually or in person to improve skills related to said position each year and be able demonstrate knowledge to train your group and prepare your successor. The Choir Director is expected to advocate for the music program and the ministry of the organization.

Section 10. Financial Policy

1. Annual Budget of \$2500 will be raised from the profit at fundraisers and offerings during Music Conference, convening on the first weekend in November for three days in conjunction with the Media Team.
2. The National Music Department shall govern its finances in this manner. At each meeting, National Convention and Pentecost, \$400 shall be rendered to the national treasury.

Section 9. Day of Service

1. The National Music Department meeting shall not have a set night of service as it serves all auxiliaries.

Section 10. Changing of the By-laws

1. These by-laws may be changed at any annual session when necessary

Constitution

I. Preamble

This constitution has been adapted to further the aims and growth of them as department of the organization. It will govern the selection of officers and the appointments of leaders to plan and maintain the functional operation of the music department. The music department is a vital and integral part of the outreach ministry of the church; therefore, we will dedicate our efforts to the furtherance of God's kingdom in the hearts of all we touch with this ministry. We recognize the need to serve whenever needed for the welfare of the group and will subordinate our individual prominence to its rightful place in relation to the group.

II. Constitutional Amendments

Institutional changes may be made by a simple majority vote of the music staff and final approval of the Bishops board, a suggestion may be presented by any member of for approval by the music staff. The proposed amendment will be presented to the music staff in the form of a recommendation. Bylaws and policies will be terminated by the current needs.

III. Structure of the Administrative Body

The administrative body of the music department is comprised of the music staff, headed by the minister of music and executive committee. Selection of the members to fill positions within the music staff is based on the ministrative

leadership ability, professional experience, initiative, spiritual maturity, and past performance. The executive committee is appointed by the minister of music and its responsibilities are determined by the minister of music based upon the above mentioned prerequisites. Section leaders and all other music staff members are appointed annually by the executive committee.

General Governing Rules for Music in the N.P.P.C.I.

1. the ONLY two reasons the bands will be allowed to leave post is

1. Speaker Musicians are present
 2. Special Allowance during the program has been made for Choirs/Guests
2. Musicians not assigned to play during the service are free to sit with their families or on the front pew. No extra chairs will be allowed in the musician section or loitering.
 3. Only musicians assigned to play will be allowed to bring their personal instrument and accessories that aid in playing. Amps and speakers are provided by the Host Assembly or Venue unless specifically discussed
 4. Praise and Worship Assigned will be the designated singers for Offering and Altar Call as well as providing backing and support for soloists or Bishops when they sing. Must be able to sit together in designated spot with the platform easily accessible. Mic Toss during offerings and Altar Calls no longer allowed.

Requirements of Musicians: Both Instrumental and Vocal

1. Must be on the National Musician/Singer Roster
2. Practice together at all National Events
3. Pray together
4. Develop honesty and commitment in the group
5. Practice at home
6. Prioritize your life
7. Be prepared for every service
8. Practice being early and plan ahead

Qualifications

- a. Must expect and abide by the biblical guidelines as presented by your pastor
- b. Must be in good standing at your local assembly
- c. Must be willing to work in harmony with other church leaders
- d. Must be faithful to church in all ways
 - i. attend all services
 - ii. tithing
 - iii. outreach etc.
- e. Must sing for the edification of the whole church body
- f. Must be willing to leave your problems off the platform
- g. Must develop the spirit of serving

h. Must maintain a positive attitude about your position

Responsibilities

1. Must follow the leader at all times
2. If you are unable to be in service, you are responsible for getting an approved substitute to replace yourself
3. You must remain singing through the altar service until you are dismissed
4. You will be standing at the microphone stand and singing whenever there is congregational singing
5. Your goal for each service should be to lift up the Lord Jesus and sincere worship. Do not be afraid to use bad emotion such as clapping, raising hands and praise, waving hands, etc. in worship to the Lord. Do not be a statue get involved in the worship.
6. Dress guidelines will be covered just before the event and accommodate this local climate.
7. Let your face expressed the character of the song that you are singing (e.g. joy, happiness, conviction, etc.)
8. Be concerned with the blending of your parts, remember you are not the soloist, but part of a group. Make your voice count, place emphasis where needed. Sing in tune!
9. Attend all scheduled practices and or watch recordings of practices to ensure adequate learning of material.
10. The leader will let you know when to stand or sit during the service I'll praise singers need to be at their stations five minutes before service starts. Everyone may stay in together about one minute before service is scheduled to begin and watch the leader of the service to know when to begin. Do not talk during this time.
11. The instrument should be played for edification.
12. Your instrument should not be played too loudly!
13. Do not idly play your instrument!
14. In your instrument before the start of service. Keep your ear tuned to your instrument, mid song or mid service is not the time to tune.
15. Stay on time!
16. Do not play for the invitation unless you are the principal musician. After a song into the organ should continue to play softly, be sensitive and read the room.

God is not the author of discord. He is a God of harmony. He is just as displeased with a discordant noise as He is with a discordant individual in the Spirit.