

**Silicon Valley Christian Assembly
Worship Department Service Guidelines**

**矽谷基督徒聚會
敬拜部門服事守則**

11/2015 Revised 修正

Table of Contents 目錄

Chinese 中文

| | |
|-----------------------------------|-------|
| 敬拜部門同工一般守則 | p.2-3 |
| 中文及聯合敬拜團隊守則 | p.4-5 |
| 小組領詩歌者服事守則 | p.6 |
| 詩班服事守則 | p.7 |
| 禱告事工 | p.8 |
| 投影團隊守則 | p.9 |
| 口譯團隊守則 | p.11 |

English

[Table of Contents](#)

敬拜部門同工一般守則

1. 敬拜部門包括

- 1) 中/英文敬拜團隊
- 2) 詩班
- 3) 禱告事工
- 4) 投影片組 (NOTE: transferred to Communication Department starting from 2016)
- 5) 口語翻譯

2. 敬拜部門事奉的異象和使命 Vision and Mission

- 1) 帶領教會弟兄姊妹在心靈和真實中敬拜神，並享受神的同在
- 2) 配合教會的話語職事及整體方向，傳達神的信息，使人得著基督
- 3) 在服事中藉著彼此的配搭，成全眾同工，彰顯基督身體的美麗和豐富
- 4) 藉著音樂、頌讚、禱告、話語等，聯絡眾聖徒，進入合一、平衡的敬拜
 - a) 合一 — 不因語言、背景、年紀、文化、個人偏好而不能在一起敬拜神
 - b) 平衡 — 站在神話語的根基上，配合教會現階段的需要及帶領
- 5) 成為教會禱告的勇士及劬勞者

3. 參加敬拜部門事奉的資格 Basic Qualification throughout the entire Department

- 1) 有良好的屬靈生命 — 渴慕主，沒有不良品行，令人信任 (Thirst, Testimony, Trust)
- 2) 在聖徒及外邦人中間有美好的個人及家庭見證
- 3) 委身本教會 SVCA，熟悉並認同教會的[異象和使命](#)
- 4) 是一個好的團隊參與者
- 5) 新加入的同工需要
 - a) 至少在本教會穩定聚會6個月以上
 - b) 經過事奉小組負責人面談並獲得推薦
 - c) 經過部門負責人（牧者及/或執事）面談通過
 - d) 經過三個月試用期或視情形（由部門負責人及事奉小組負責人共同評估）而定

4. 敬拜部門同工的基本要求

- 1) 與主常有活潑美好的關係，事奉的人永遠重於事奉的技巧
 - i) 有穩定的靈修生活
 - ii) 渴慕並熟悉主的話
 - iii) 渴慕被聖靈充滿
- 2) 與教會整體的關係
 - i) 以SVCA為屬靈的家，不因個人原因隨便離開教會
 - ii) 關心並扶持教會，並常為教會的領袖代禱
 - iii) 在不違背聖經的原則下，願意順服教會及領袖的帶領
 - iv) 甘心遵守十一奉獻
 - v) 除非有不可避免的原因並與牧者取得瞭解，需要參加教會禱告會，事奉聚會，及教會性的特別聚會，例如教會退修會，同工退修會，等。
- 3) 培訓裝備
 - i) 完成或正在參加「[認識我們的教會](#)」課程
 - ii) 完成或正在參加「[香柏木培訓班](#)」基礎班
 - iii) 完成或正在參加「[新人門訓](#)」
 - iv) 參加教會提供的相關訓練
- 4) 3 C's: Communication (溝通) , Commitment (委身) , and Competency (勝任)
- 5) 敬拜部門的同工要照著聖經的教訓將自己的肢體獻給神做義的器具 (羅6:13) , 尤其是口 (來, 雅3 : 9-14) , 因為口是我們事奉神的器皿。如有發現褻瀆、撒謊、背後閒話、毀謗, 等口舌的罪, 勸導不聽, 將被停止服事。
- 6) FAT: 忠心, 負責任, 有時間, 肯受教 (Be Faithful, Be Available, Be Teachable)
- 7) 配合各組特定的事奉要求

中文及聯合敬拜團隊事奉守則

敬拜團隊事奉的使命 (Mission)

藉著詩歌(詩章、頌詞、靈歌, 等)的方式, 配合教會的話語職事及整體方向, 帶領教會弟兄姊妹進入神的同在, 並在聖靈中向神獻上真實的敬拜

參加敬拜團隊事奉的技能條件 (除了第2頁“敬拜部門一般守則” 3 中所列以外) :

1. 唱者要五音全, 識五線譜或簡譜, 並能有獨唱的能力, 最好能唱和音
2. 樂器彈奏者要能用熟練的技巧以樂器表達內心對神的感情, 並與別的樂器配搭
3. 喜愛詩歌, 並樂於以詩歌為個人敬拜的方式
4. 完成在教會網站上的兩篇信息 (有DVD可借): 「領人進入神同在的音樂敬拜」(1) & (2)
<http://www.svca.cc/music-worship/worship-service.html>
5. 讀完「[現代教會音樂敬拜的省思](#)」及「[再思現代教會音樂敬拜](#)」
6. 通過試音

敬拜團隊事奉的責任及守則 (除了第2頁“敬拜部門一般守則” 4 中所列以外)

1. 所有團員
 - 備有自己的大、小詩歌本
 - - 在個人靈修時間熟悉詩歌
 - 隨時預備聖靈感動在禱告開放時間以歌詞為禱告的藍本
 - 在家中常常唱詩、背詩、彈樂器, 用詩歌與主交通, 成為一個「唱詩的人」
 - 參加安靜時間, 操練親近神, 進入神的同在, 並預備在擘餅聚會中揚聲禱告
 - 在任何奉主名的聚會中, 口唱心和地讚美主
 - 在服事當週, 主動查看領詩有關服事安排的郵件並回信確認。顧及團隊的默契及平衡, 除非不得已, 請勿自行調換團隊。若基於不可避免的原因無法服事, 請在一週前就自行對調並同時通知雙方領詩。
 - 進入並配合當天講員及聚會主題的負擔, 並在聚會中成為一名代禱者
 - 外表以端莊謹守為原則, 不標新突出, 引人注意
 - 在服事之後一週內上網收聽(看)錄音並給與回饋
 - 參加教會及分區詩班的服事
2. Worship Leaders 領詩者
 - 1) 領詩是整個敬拜流程的負責人與各部門間的聯絡人, 不僅要負責音樂敬拜的內容, 還需要與當週講員、餅杯負責同工、投影、及報告者, 甚至影音和可能的作見證肢體聯繫, 溝通整個流程及注意事項(如下)。最好在週三就能發出電子郵件給所有相關的同工。Worship leaders are the overall designers/coordinators for the entire Sunday

service. So you need to work with the pulpit speaker and send e-mail regarding the worship arrangement (including the following) to BB leaders, speakers, projectors, translators, A/V coworkers, and testimony person if any (on Wednesday regularly):

- 取得信息題目 Message topic or theme
 - 詩歌安排 Music arrangement
 - 整個敬拜流程的安排 Stage management: order and sequence of the Sunday Worship Service (BB, Announcement, Testimony, music, etc.) and the tentative time line
- P.S. 領詩若不能再週三晚之前送出主日敬拜流程，請發郵件告知正在準備中

2) 挑選詩歌的原則

- 1) 以大小本聖徒詩歌為主流
- 2) 可以有配合聖靈工作的其他中英文詩歌，建議如下：
 - (1) 主日唱過的詩歌
 - (2) 合乎聖經真理並SVCA的教導
 - (3) 至少出版五年以上的新詩歌，並且聖靈已經在眾教會中印證過
- 3) 負責召集團隊在服事之前兩天內及當天至少各聚集一次練習並禱告
- 4) 領敬拜時，注意聖靈的工作並帶領團隊配合
- 5) 聚會中及快結束時，注意聖靈的工作，並在需要時與講員配合
- 6) 聚會結束時，帶領團隊與講員配合，為有需要的人禱告 (TBI)

3. 所有唱者

- 1) 要熟記歌詞及旋律(75%)，能背唱短詩及長詩副歌，並進入詩歌的感覺
- 2) 注意聖靈的工作並與領詩者配合
- 3) 當值的團隊要負責整個主日崇拜直到末了(9:00 – 11:30)。不論在臺上或臺下，從會前禱告、安靜時間、擘餅、信息、直到信息之後的禱告，記得自己的角色是要帶領神的兒女敬拜神。除非必要，不在會場中進出。
- 4) 當值的團隊要在擘餅聚會中揚聲禱告

4. 彈樂器者

- 1) 安靜時間時就是帶領敬拜者的角色，靈與琴都要有預備
- 2) 要熟記旋律 (75%)，也知道每一節的歌詞，並進入詩歌的感覺
- 3) 注意聖靈的工作並與領詩者配合
- 4) 聚會中及快結束時，注意聖靈的工作並與講員配合，彈奏詩歌
- 5) 不要自己調音量，讓音響同工調整，並於服事後及時給與音控同工回饋
- 6) 先到的同工幫忙把所有樂器先開機
- 7) 聚會後把樂器附近場地收拾整理後才離開（蓋琴布，樂譜，餅杯用品...等）

小組(中文) 領詩歌者服事守則

小組領詩歌者的使命 (Mission)

藉著詩歌(詩章、頌詞、靈歌, 等)的方式, 配合聖靈在主日及當週(例如所查經文)的工作, 帶領小組弟兄姊妹進入神的同在, 向神獻上真實的敬拜, 並享受聖徒靈裡相交的喜樂。

參加小組領詩歌者的條件及要求:

1. 喜愛詩歌, 並樂於以詩歌為個人敬拜的方式
2. 生命美好, 與主常有活潑美好的關係, 事奉的人永遠重於事奉的技巧
 - 有穩定的靈修生活
 - 渴慕並追求主的話
 - 渴慕被聖靈充滿
 - 在聖徒及外邦人中間有美好的個人及家庭見證
 - 謹守口 (見p.3, 第5))
3. 與教會整體的關係
 - 以SVCA為屬靈的家, 不因個人原因隨便離開教會
 - 熟悉並認同教會的異象和使命, 關心教會整體的運作
 - 在不違背聖經的原則下, 願意順服教會及領袖的帶領
 - 在SVCA固定參加主日及小組聚會六個月以上, 經過小組長及區長面談通過
4. 音樂技能
 - 要五音全, 最好識五線譜或簡譜, 並能有獨自學唱詩歌的能力 (或參加培訓)
 - 樂器彈奏者要學習以樂器表達內心對神的感情
 - 願意接受裝備, 並在此服事上持續的長進

培訓裝備

- 完成或正在參加「[認識我們的教會](#)」課程
- 完成或正在參加「新人門訓」
- 讀完「[現代教會音樂敬拜的省思](#)」及「再思現代教會音樂敬拜」
- 參加教會提供的相關訓練 (例如小組事奉培訓, 認譜及簡單樂理, 等)
- 參加分區詩班作為培訓的一部分

挑選詩歌的原則

1. 以大小本聖徒詩歌為主流
2. 可以有配合聖靈工作的其他中英文詩歌, 建議如下:
 - 主日唱過的詩歌
 - 合乎聖經真理並SVCA的教導
 - 至少出版五年以上的新詩歌, 並且聖靈已經在眾教會中印證過

詩班事奉守則

Service Guidelines for Choir

詩班事奉的目的

在福音聚會及特別聚會中，藉著詩班團體的事奉，提升教會向著神的敬拜和讚美，並與領詩、講員配搭，傳達神的信息

基本條件 (除了第2頁“敬拜部門一般守則”3中所列以外)

1. 喜愛唱詩歌
2. 要五音全，最好識五線譜或簡譜，並能有獨自學唱詩歌的能力（或參加培訓）
3. 通過試音 (pass an audition)

責任及要求

1. 預先定下服事日期，有個人或服事衝突時，以詩班服事為優先
2. 熟悉詩歌
3. 參加練習

自2016年起，將有以下不同詩班，在主日及特別聚會中參與服事：

1. SVCA 亞薩詩班
2. 分區詩班（由所有小組領詩人組成，輪流參與敬拜團隊主日服事，暫定每月一次有一個分區詩班參與）

禱告事工

禱告事工負責

1. 安排聯絡教會性的禱告聚會
2. 設計並籌劃感恩月，讚美月，退修會禱告，等
3. 在教會推動全體對禱告的重視和操練
4. 教育弟兄姐妹對禱告的認識
5. 培訓禱告同工

禱告同工的人選

1. 所有教牧同工
2. 敬拜團隊團員
3. 從禱告會的參與者中間，培養敬虔的代禱者

投影事奉守則

Guideline for the Projection Service

- **Objective 事奉目标**

- Be an open channel for the work of the Lord through a smooth operation of the projection system during Sunday Worship and other church meetings.
在教會主日敬拜和其他聚會的投影服事中成為聖靈工作的暢通管道

- **Basic qualifications (in addition to those in Worship Department Service Guidelines 3.1-3.6)**

基本條件

- Willing to serve the Lord
願意服事主
- Serving with a prayerful heart
用禱告的心來事奉
- Attend Sunday services regularly
固定參加主日聚會
- Willing to live a disciplined spiritual life with daily devotion and practice of holiness
願意過一個自律的屬靈生活，每日靈修和操練敬虔
- Eager to be quipped spiritually through participating Newman Discipleship program
渴慕在屬靈上被裝備，參加新人門訓。
- Eager to grow in the Lord and learn to love each other through serving together with the rest of the team,
渴慕在主裡長進，在事奉中藉團隊的配搭學習彼此相愛
- Creative and quick in reaction
有創見，應對快
- Good computer skills, especially with PowerPoint and Chinese /English typing
良好的電腦技能，特別是善用PowerPoint 和會中英文打字

- **Service responsibilities and requirements (in addition to p.3 4.1-4.8)**

事奉的責任和要求

- Proficient in using MediaShout software or any other software that is necessary along the way (e.g. for film or website clips)
熟練運用MediaShout軟件，以及其他需用的軟件如製作動畫短片之需
- Attend projection team trainings
參加投影組培訓
- Prepare PowerPoint slides for Sunday worship songs, scriptures and message outline before Sunday service
為主日敬拜預備詩歌、經文和信息綱要的PPT文檔
- By all means, get yourself familiar with the slides and the flow of the entire worship before you serve
在主日聚會前盡量熟悉所預備的文檔和整個敬拜的流程
- Arrive at 8:25am to setup on the Sunday you will serve
主日早上 8:25am 到達教會
- Pray with others at 9:00am
參加 9:00am 的會前禱告

- Prepare necessary PPT slides (e.g. songs or Scriptures) during the quiet worship
預備安靜敬拜所需的投影片
- Stay alert and tuned for the work of the Holy Spirit during the meeting
在聚會中保持警覺，隨時體會聖靈的帶領
- Get ready and quickly respond to any requests from the worship leader or speaker when near the end of the meeting
臨近聚會結束時，預備好隨時快速應對領詩或講員的要求

口譯 Service Guidelines for Oral Translation Team

Last Updated: Oct 4, 2013

Goal of the Team

To provide oral translation in meetings, as an effort of love to minimize language barrier in our church's Word ministry and to help facilitate a harmonious environment among saints who speak different languages.

Currently we provide translation service in Mandarin and English only. In the future, our service can be expanded to provide translation of other languages.

Roles & Responsibilities

Team Coordinator

....

Equipment

....

Team Members

....

Service Guideline

I. Service Meetings – Once every quarter

II. Team's Email Alias: translator@svca.cc

III. Service Checklist

- Follow Worship Department's general service requirements and guidelines
- For Sunday messages, the assigned translators get the message outline from church office, and send the translated outline back to church office by Friday noon
- Check church announcement slides
- For special meetings/conferences, the translators translate the message outlines when necessary
- The translators attend the Saturday morning prayer meeting (8:00 am) and Sunday morning pre-meeting prayer session (9:00 am) or prayer meetings before conferences
- Off-stage translators test the sound system in the translation room before meeting
- On-stage translators check with the speaker prior to the meetings if there are any changes to the message
- On-stage translators bring a hymn book to the podium and adjust the stage monitor before meeting

Growth/Training in the Service

- Be well prepared in the spirit and learn to serve in the spirit every time on duty
- Pray regularly for love for God's words, our audience, the gift and anointing of interpretation
- Be proactive to provide translation during events when translation service is not arranged

- Start praying in English in meetings, and practice sharing the Gospel in English
- Follow a Bible reading plan to read a dual-translation Bible (Chinese Union & NKJV) every day
- Listen to both Chinese & English sermons online regularly to get familiar with the usage of spiritual terms
- Practice by translating online sermons and record your translation for self-review later or review by other team members

**Silicon Valley Christian Assembly
Worship Department
2016 Service Guidelines**

Table of Contents

[Service Guidelines for Worship Department](#)..... p.14-15

[Service Guidelines for English Worship Teams](#) p.16-18

[Service Guidelines for Youth Worship Teams](#) p. 19

[Guideline for the Projection Service](#) p.21

[Service Guidelines for Verbal Translation Team](#) p.22

Service Guidelines for Worship Department

1. Worship Department includes the following service groups

- a. Worship Teams for Chinese and English Congregation
- b. Choir
- c. Praying Ministry
- d. Projector Team
- e. Oral Translation Team

2. Vision and Mission

- 1) Usher church congregation to worship God in spirit and truth and enjoy God's presence
- 2) Work with the Word Ministry and overall church direction to deliver messages from God and lead people to receive Christ
- 3) Edify and build up one another through serving together and manifesting the beauty and richness of the Body of Christ
- 4) Unite saints into harmonious and balanced worship through music, praise, prayer, and speech
 - a) Harmonious – worship God in oneness regardless of language, age, or culture
 - b) Balanced – grounded in God's Word and moving along with the current church goals
- 5) Champion corporate prayer and set examples for others

3. Basic Qualification throughout the entire Department

- 1) Has good spiritual life — Thirst, Testimony, Trust
- 2) Understand and embrace [the Vision and Mission of SVCA](#)
- 3) A good team player
- 4) To join the Worship Department services, the new potential member need to :
 - a) Have been consistently attending SVCA meetings for at least 6 months or depending on the circumstances
 - b) Interview with the service group leader and receive a recommendation
 - c) Interview with the responsible Pastor and/or Deacon
 - d) Finish 3 months probation or depending on the circumstances

4. Basic Requirements throughout the entire Department

- 1) Have genuine relationship with the Lord ; the serving vessel is always more important than the serving skills
 - a) Have steady daily walk and devotion with the Lord
 - b) Be familiar with God's Word
 - c) Desire to be filled by the Holy Spirit
- 2) Relationship with Church
 - a) Consider SVCA spiritual home and will not casually leave church
 - b) Demonstrate caring and support to the church, and be an intercessor for the church and leaders
 - c) Be willing to submit to SVCA leadership
 - d) Attend prayer meeting, service meeting and church-wide meeting, e.g Annual Retreat, Coworker Retreat, etc. unless there are unavoidable reasons and get approval from Department lead and pastors.
- 3) 3 C's: Communication , Commitment, and Competency
- 4) All Worship Department Coworkers are expected to offer members of our body as instruments of righteousness to God (Romans 6:13) , especially the mouth (Hebrews 13:15 , James 3 : 9-14) , because the mouth is what we use to serve the Holy God. If lies, blasphemeth, cursing, false blaming, rumor, etc. are found, the service in Worship Ministry will be terminated.
- 5) FAT: Be Faithful, Be Available, Be Teachable
- 6) Attend prayer meetings, Church-wide meetings and trainings (e.g. Summer retreat, New Year Conference, coworkers retreat, etc.) unless valid excusable reasons are given to the responsible Pastor
- 7) Meet specific requirements of each service group

Service Guidelines for Adult Worship Teams

Mission of Worship Teams

Work with the Word Ministry and overall church direction to usher church congregation to offer genuine worship unto God in the Holy Spirit through psalms, hymns, and spiritual songs.

Skill qualifications (in addition to those in p.14 3.1-3.4)

1. Vocals need to be in tune and able to read music; being able to sing harmony is highly preferred
2. Instrument players need to be able to express the worship toward God through the instrument
3. Love Christian music
4. Pass the audition

Responsibilities and commitments in addition to those in pp14-15. 4.1-4.7)

1. All worship team members
 - 1) Pay attention and share the burden of the meeting theme and be an intercessor throughout the meeting
 - 2) ALL worship team members (on-duty or not) should participate in the quiet worship and prepare to give praises to the Lord during the BB meeting. .
 - 3) Sing and make music in your heart to the Lord at all meetings in the Lord's name
 - 4) Often sing, memorize songs, play instruments, and fellowship with the Lord through music in your personal time
 - 5) On duty week, make sure check emails regarding Sunday worship arrangement. Please reply to song lead to acknowledge upon receiving his/her email. If there is any schedule conflict, please find substitute (same gender for vocal, or same instrument) and notify both song leads.
 - 6) Properly dressed to show our respect to the King of kings
 - 7) Review and give feedback for the past Sunday worship service recording
2. Worship Leaders
 - 1) Worship leaders are the overall designers/coordinators for the entire Sunday service. So you

need to work with the pulpit Pastor and send e-mail regarding the worship arrangement (including the following) to BB leaders, speakers, projectors, translators, A/V coworkers, and testimony person if any (on Wednesday regularly):

- sermon topic
- song arrangement
- stage management: order and sequence of the Sunday Worship Service (BB, Announcement, Testimony, music, etc.) and the tentative time line

P.S. If song leader cannot finalize the songs by Wednesday evening, a preparation letter at least needs to be sent out first.

2) Guideline for picking worship songs

- Balance between hymns and CCM, make the worship session a blended style to suit wider congregation
- Songs that were sung recently on Sunday by other teams
- Songs are grounded in God's Word
- Songs which were published at 5 years or longer and have been approved by the Holy Spirit among churches

3) Call on rehearsal (including prayer) on the day before the service and on the service day

Pay attention to the work of the Holy Spirit and respond to it with the team while on stage

Pay attention to the work of the Holy Spirit throughout the entire meeting and work with the speaker when needed

4) Lead the team to pray for needy people after the meeting

3. Vocalists

1) Memorize lyrics and music at least 75% (memorize short hymn and refrain of long hymn) and get into the essence of the songs

2) Pay attention to the work of the Holy Spirit and work with the leader in one spirit

3) The service team members are on-duty for the entire Sunday service and the role is to usher God's presence and lead congregation to worship God whether you are on-stage or off.

Keep your heart in communion with the Lord during the pre-meeting prayer, the following quiet worship, Breaking-of-Bread, and Sermon or post-sermon ministry if any. Do not talk to each other or walk out unless it is absolutely necessary.

4) Praise out loud at the Breaking-of-Bread meeting when on-duty (on or off stage)

5) Join church-wide Choir

4. Instrumentalists

- 1) You are the worship leader during the quiet worship, be prepared in spirit and with the music
- 2) Memorize music at least to 75%, familiar with lyrics, and get into the essence of the songs
- 3) Pay attention to the work of the Holy Spirit and work with the leader in one spirit
- 4) Be ready to minister when close to the end of the sermon
- 5) The pianists or keyboard players shall not turn up or down the instrument volume. Maintain the volume at a fixed point and let the sound control coworker control the volume. If you are not satisfied, be still for that day until after the meeting, go talk to the sound control coworker immediately and send a follow-up e-mail to sound team with your feedback.
- 6) Before the service, if you arrive first, turn on all instruments to be used
- 7) Clean up the stage including cover all instruments, take away all sheet music, binders, breaking of bread spoons...etc

Service Guidelines for Youth Worship Teams

Basic qualifications (in addition to those in Worship Department Service Guidelines 3.1-3.6)

- 2 B's:
Born-again
Baptized
- 4 T's:
Thirsty
Testimony
Talent
Teamwork
- FAT:
Faithful
Accountable
Teachable
- If worship is your first and only service, you need to also commit to a non-worship service, e.g. meal service, moving service, cleaning, usher service, Sunday school T.A., choir, etc. But no more than two services in the church.
- Be a regular SVCA member and commit to English meetings (including Friday fellowship and Sunday worship)
- No foul language
- Pass an audition and interview conducted by Eng. Worship Coordinator/Pastor

Roles and Responsibilities (in addition to those in p. 14-15 3 & 4):

1. ALL
 - Be willing to learn and improve your music skills
 - Be willing to let the Holy Spirit transform your life
 - Be willing to accommodate the team needs
 - Honor your parents, ask them to pray for your service
 - Respect and obey church leaders
 - Stable daily walk with the Lord (reading Bible, praying, etc.), Sign up for one of the SVCA annual Bible study plans
 - Prepare to give praise unto the Lord on Sunday, especially in the Breaking-of-Bread meeting
 - Be a disciplined servant – e.g. on-time, prepared, attend training and service meeting
 - Set worship service as a priority in your life
 - Properly dressed to show our respect to the King of kings
 - Clean up the stage including cover all instruments, take away all sheet music, binders, breaking of bread spoons...etc
2. Overseer:
 - Remind the team leader to send out song arrangement on time
 - Give timely advice or correction if you see any improper songs or arrangement
 - Pray with the team at least once before the service
 - Provide support when the team lead needs help
 - Communicate with the Worship Department leader

3. Song leader:
 - Determine songs and practice time, and notify your team members at least 3 days before the service day
 - Get blessing from Pastor or your overseer for any new songs
 - At least one hour practice and praying on the day before the service day
 - Consider team members' family needs (e.g. avoid dinner time or lengthy practice)
 - Get the team to pray together right before the service
 - Be accountable to your overseer and your team

4. Team members
 - Be supportive and cooperative
 - Be accountable to your leader
 - Be prepared

Guideline for the Projection Service

- **Objective**

Be an open channel for the work of the Lord through a smooth operation of the projection system during Sunday Worship and other church meetings.

- **Basic qualifications (in addition to those in p. 14)**

- Willing to serve the Lord

- Serving with a prayerful heart

- Attend Sunday services regularly

- Willing to live a disciplined spiritual life with daily devotion and practice of holiness

- Eager to be quipped spiritually through participating Newman Discipleship program

- Eager to grow in the Lord and learn to love each other through serving together with the rest of the team,

- Creative and quick in reaction

- Good computer skills, especially with PowerPoint and typing

- **Service responsibilities and requirements**

- Proficient in using MediaShout software or any other software that is necessary along the way (e.g. for film or website clips)

- Attend projection team trainings

- Prepare PowerPoint slides for Sunday worship songs, scriptures and message outline before Sunday service

- By all means, get yourself familiar with the slides and the flow of the entire worship before you serve

- Arrive at 8:25am to setup on the Sunday you will serve

- Pray with others at 9:00am

- Prepare necessary PPT slides (e.g. songs or Scriptures) during the quiet worship

- Stay alert and tuned for the work of the Holy Spirit during the meeting

- Get ready and quickly respond to any requests from the worship leader or speaker when near the end of the meeting

Service Guidelines for Oral Translation Team

Last Updated: Oct 4, 2013

Goal of the Team

To provide oral translation in meetings, as an effort of love to minimize language barrier in our church's Word ministry and to help facilitate a harmonious environment among saints who speak different languages.

Currently we provide translation service in Mandarin and English only. In the future, our service can be expanded to provide translation of other languages.

Roles & Responsibilities

Team Coordinator

....

Equipment

....

Team Members

....

Service Guideline

I. Service Meetings – Once every quarter

II. Team's Email Alias: translator@svca.cc

III. Service Checklist

- Follow Worship Department's general service requirements and guidelines
- For Sunday messages, the assigned translators get the message outline from church office, and send the translated outline back to church office by Friday noon
- Check church announcement slides
- For special meetings/conferences, the translators translate the message outlines when necessary
- The translators attend the Saturday morning prayer meeting (8:00 am) and Sunday morning pre-meeting prayer session (9:00 am) or prayer meetings before conferences
- Off-stage translators test the sound system in the translation room before meeting
- On-stage translators check with the speaker prior to the meetings if there are any changes to the message
- On-stage translators bring a hymn book to the podium and adjust the stage monitor before meeting

Growth/Training in the Service

- Be well prepared in the spirit and learn to serve in the spirit every time on duty
- Pray regularly for love for God's words, our audience, the gift and anointing of interpretation
- Be proactive to provide translation during events when translation service is not arranged

- Start praying in English in meetings, and practice sharing the Gospel in English
- Follow a Bible reading plan to read a dual-translation Bible (Chinese Union & NKJV) every day
- Listen to both Chinese & English sermons online regularly to get familiar with the usage of spiritual terms
- Practice by translating online sermons and record your translation for self-review later or review by other team members