

RiverGate Church Worship Team Rotation

Sunday Teams	Wednesday Teams
Dave Burris Team (<i>1st and 3rd Sundays</i>) Band • Tye Slagle — Electric Guitar and Band Director • Sean Ammons — Bass • Ely Gattenby — Drums • Matt Morton — Acoustic Guitar • Porter Cone — Electric Guitar 2 • Teresa Kanold — Keys • Cecil Brooker — Extra Guitar Background Vocals • Noah Szymanski • Rockwell Burris • Russell Ellis • Linda Busch Dyrwen Oats Team (<i>2nd and 4th Sundays</i>) Band • Tye Slagle — Electric Guitar and Band Director • Sean Ammons — Bass • Dyrwen Oats — Drums • Matt Morton — Acoustic Guitar • Cecil Brooker — Extra Guitar Background Vocals • Mary Tupas • Noah Szymanski	Dyrwen Oats Team (<i>2nd and 4th Wednesdays</i>) Band • Tye Slagle — Electric Guitar and Band Director • Sean Ammons — Bass • Ely Gattenby — Drums • Matt Morton — Acoustic Guitar Background Vocals • Russell Ellis • Hannah Alexander Other Team Leader (<i>1st and 3rd Wednesdays</i>) Band • Tye Slagle — Electric Guitar and Band Director • Sean Ammons — Bass • Ely Gattenby — Drums • Matt Morton — Acoustic Guitar Background Vocals • Mary Tupas • Hannah Alexander

RiverGate Worship Department Standard Operating Procedure

I. **Purpose**

- a. The purpose of this document is to establish a clearly defined operating plan for the RiverGate Church Worship Department. It is intended to outline the department's requirements in alignment with the mission and vision of RiverGate Church.
- b. This document is intended for the use of the Rivergate Church Worship Department and its constituents as listed: (Leaders, paid employees, band members, and Volunteers.)
- c. (Dave will fill out) Core Values and Culture

II. **Roles and Responsibilities**

- a. Music Director
 - i. The Worship Pastor provides spiritual, creative, and organizational leadership for the Worship Department, ensuring that worship services align with the mission, vision, and values of RiverGate Church. This role oversees team development, service planning, rehearsals, scheduling, and the overall health and excellence of the worship ministry.
- b. Worship Leaders
 - i. The Worship Leader helps guide the congregation in meaningful worship through music, prayer, and spiritual leadership. This role supports the Worship Director by preparing songs, leading rehearsals, and services, encouraging team members, and creating an atmosphere that helps direct people to the Lord.
- c. Worship Administrator
 - i. The Worship Administrator supports the Worship Department by managing scheduling, payroll coordination, communication, and assigning administrative tasks under the direction of the department head. This role is responsible for keeping Planning Center up to date for Sundays, Wednesday, and special services, including service schedules and Run of Show details as directed by the Senior Pastors.
- d. Band Director
 - i. The Band Director provides musical leadership for the worship band by assisting in directing rehearsals, and ensuring each musician is

equipped to serve with excellence. This role works closely with the Music Director and Worship Leaders to support a unified, Spirit-led worship experience that aligns with the vision of RiverGate Church.

III. **Onboarding**

a. Requirements

b. Audition

- i. This process will involve a in-person audition with the worship director. This person will need to prove that he or she can sing, play a musical instrument or are capable of being apart of the production team. After which there will be a trial run that will decide if he or she is a good fit for that role. After the trial period, he or she will be sent to the worship department administrator for scheduling.

IV. **Scheduling and Service Planning**

a. Scheduling Platform

- i. All scheduling will be on the Planning Center platform under Services. This will be how the worship department communicates weekly notes, songs, Run of show and team schedules. It is the responsibility of each person in the department to download the app and understand how it works. This is imperative to be able to be on the schedule and receive communication from leadership.

b. Deadlines

- i. Weekly set lists for Sunday, Wednesday, or special services must be submitted either to Planning Center, the worship team and worship administrator 1 week prior to that service. This gives optimal time for the team to prepare for that service.

c. Service and Rehearsal Expectations

i. Sundays: 10AM Service

1. All team members must be set up, warmed up, and ready to start rehearsal at exactly 7:30 am. Rehearsal will be from 7:30 am-9:30am. At 9:30 am the worship team is encouraged to go to morning prayer and be back on stage at 9:45 am. Service will start at 10:00 am.

ii. Wednesdays: 7PM Service

1. All team members must be set up, warmed up and ready to start at exactly 6:00 pm. Rehearsal will go from 6:00 pm to 6:45 pm. Service will start at 7:00pm.

iii. Special Services- TBD

1. Rehearsal will be determined by worship director 1 week prior to that service. It will be up to the worship leader's discretion.

v. **Standards**

a. Dress Code

- i. All worship department team members are expected to dress in a way that reflects excellence, humility, and respect for the platform they are serving on. Attire may be casual when appropriate, but it should remain clean, modest, and professional in appearance. Graphic tees, flip flops, and shorts are not permitted for any team member serving on stage. Because stage presence can affect the overall worship environment, each team member should choose clothing that is not distracting and supports a unified, honoring presentation.
- ii. All worship department team members are expected to abide by the code of conduct of Rivergate Church. No exceptions.

vi. **Attendance and Conduct**

- a. Communication is key. All worship department team members must communicate to the worship leader or administrator whether he or she is going to be late, cannot attend service, and or will be out of town. All team members, if scheduled, must attend rehearsals and services. If he or she needs to leave early, it must be communicated to the worship administrator and or worship leader.
- b. All team members will abide by the policies of Rivergate Church. If an issue arises, according to the Rivergate Church Policy Manuel, he or she will follow the process of Matthew 18. If someone has an issue with another member, they must go to that person to talk with them. If it is not resolved, then the worship director must be notified. After this process has taken place, it will be up to the worship director and senior pastors to resolve the issue.
- c. There will be 0 tolerance for bullying, foul language, and derogatory remarks. If any of this is not upheld, it will be up to the worship director and senior pastors to talk to he or she.

vii. **Conclusion**

- a. In conclusion, the worship department is an extension of Rivergate Church. The summary of this is that we want to uphold a standard that is above reproach. God has called us to a higher standard, and we must follow what the Word says. 1 Timothy 3:2 says, *“So a church leader must be a man whose life is above reproach. He must be faithful to his wife. He must exercise self-control, live wisely, and have a good reputation. He must enjoy*

having guests in his home, and he must be able to teach.” Whether we are on stage or in the production booth, we must hold ourselves to a higher standard as leaders. We welcome you to the team!