
WORSHIP TEAM

POLICY AND PROCEDURES

**Worship & Music Team, Sound & Video Team,
Wedding Facility Coordinator, Funeral Facility Coordinator**

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Mike Gray	10/19/2020
2021	No Review due to COVID	
2022	Gerald German	3/09/2022
2023	Pastor Chris Grella	5/04/2023
2024	Pastor Chris Grella	2/09/2024
2025	Pastor Chris Grella	5/13/2025

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

Newington Baptist Church Worship Policies and Procedures

Worship Team: Four Teams

The responsibilities of the Worship Teams are as follows:

Pages 1-2: Worship and Music Team

Page 2: Sound & Video Team

Pages 3-9: Wedding Facility Coordinator

Page 10 : Funeral Facility Coordinator

Worship and Music Team:

The responsibilities of this team are to assist the Senior Pastor and/or MAT in planning, coordinating and evaluating worship events. This team makes recommendations that provide an appropriate atmosphere for congregational and individual worship. This team identifies the worship needs of the congregation and makes suggestions for changes or improvements. It identifies and keeps on file a list of resource persons for worship. The Leader of the Sound/Technical team is an ex-officio member.

Procedures:

- Coordinate with the Senior Pastor and/or MAT to plan worship-related events.
- Keep a list of resource persons for worship.

Worship Music

Policies:

- Members of the music team will work together, united for the purpose of leading the Newington Baptist Church congregation in worship. Our goal is not performance or to show-off musical knowledge or skill. Although we strive for musical excellence, our goal is always to focus attention on God and not ourselves as “performers.”
- As members of the music team, we acknowledge that we are not perfect. We are all sinners in need of our Savior Jesus Christ. We are aware, however, that as members of a “platform ministry” we especially should strive for godliness and choose righteousness so that our own lives are not a distraction from our ministry to the congregation. Members of the worship team can be asked to take a sabbatical from participating on stage at the discretion of the pastor and worship leader for the purposes of repentance and reconciliation.
- New members of the praise team are chosen by the praise team leader based on their Christian witness, heart for worship, faithfulness to attend practices and services, time attending Newington Baptist Church, the needs of the current team, and musical ability.
- The praise team leader will select and work with the praise team to prepare music for the congregation to sing that is:
 - God-honoring
 - Theologically sound

- Conducive to congregational participation

Procedures

- Maintain and repair musical instruments owned by the church, such as the pianos and drums. Establish a regular tuning schedule with a piano tuner and request other repair services as needed.
- Meet with the pastor regularly for the purpose of worship planning, both for Sunday morning services and special services/events.
- Keep all necessary licensing and subscriptions for church service music up to date, such as annually renewing our CCLI license and Song Select membership.
- Report our song usage to CCLI using their online reporting website whenever we are required to do so.
- Choose what choral clubs to belong to in order to receive discounts and choral music previews and renew these choral club memberships as necessary.
- Select and order (when necessary) music for the sanctuary choir and children's choir.
- Maintain the choral library and organize the printed sheet music for the praise team.
- Hold regular practices for the choir and praise team.
- Continually work with the praise team to learn new worship music for Sunday morning services.
- Coordinate special music for offertories and other special events.
- Prepare an annual budget for the worship team/choir and the children's choir.
- Take part in music for special services (holidays, anniversaries, MTBA meetings, etc.) when possible.
- Send out weekly song lists to staff, music team, and A/V team members.
- Work directly with the A/V team on coordinating sound and video for church services.
- Recruit and invite new people to sing with the sanctuary choir at Christmas and/or year-round.
- Coordinate with the other members of the Church Leadership Action Team when planning and scheduling events.

Sound & Video Team:

The responsibilities of this team are to be responsible for the technical support of all church services with sound amplification, lighting and image projection. This team oversees video and audio recording of worship services. It maintains all related equipment and makes recommendations for upgrading equipment. Each team member will be receiving training to operate the lighting, audio and/or video systems.

Duties of the Team

1. Enlist, train, and schedule operators of audio and video equipment for all church events that require operators. This includes but is not limited to worship services, weddings, funerals, banquets, fellowships, special music presentations, revival services, etc.
2. Maintain all equipment.
3. Record worship services and other events as called upon,
4. Request and administer budget allocations for audio/visual equipment purchase and maintenance.

5. Review system operations and make recommendations for improvement.

Wedding Facility Coordinator:

Responsibilities of the Wedding Facility Coordinator:

Once the church secretary receives the request for building use, she will check the church calendar for availability and then contact Wedding Facility Coordinator

For Member Requests, the Wedding Facility Coordinator will contact personnel for availability as needed/requested:

- Pastor
- Pianist (Heather King) for accompaniment
- A/V Team Leader (James King) for audio/visual support and setup
- Building Use Coordinator (Doug Hull) to notify other users of change

For Non-Member Requests (Building Rental), the Church Secretary will handle the building use request form and donation. The Wedding Facility Coordinator will:

- Notify all leaders whom this will affect.
- Check to see if they have a pastor or will need a pastor as an officiant.
- Notify A/V Team Leader (James King) for A/V Support if needed. James needs to be the one to approve and handle all audio changes or connections needed, as well as platform set-up and furniture changes. Requests need to be made 24 hours in advance—not at the wedding rehearsal. The piano and drums cannot be moved for weddings.
- Notify Building Usage Coordinator (Doug Hull)
- If they are using the Fellowship Hall, coordinate set up and tear down, restoring to normal.
- Clean up before and after.

For all weddings, the Wedding Facility Coordinator will:

- Open and Secure the building
- Set and reset the thermostats to return to normal
- Lights turned on before the wedding and off afterwards
- Perform a general walk-through of areas used.
- Follow the Wedding Handbook and make sure signed contracts and fees are submitted by the couple by the appropriate deadlines.

**WEDDING HANDBOOK
Of the
NEWINGTON BAPTIST CHURCH**

Greetings and congratulations at this exciting time in your life! Newington Baptist Church knows how important your wedding is to you. We view it to be a happy and sacred occasion and for that reason, the following policies are in effect to ensure that your wedding will be one of cherished memories for years to come. To this end, we are happy to offer our services and the facilities of this church for Christian marriages between a man and a woman as defined in the Bible.

DATE OF WEDDING & AVAILABILITY OF CHURCH FACILITIES

To check the facility availability for your desired wedding date, call the church office at 804-693-2349. No weddings will be booked for a date that would conflict with a pre scheduled church function. If the calendar date you desire is available, we will pencil your name in, and tentatively hold the date for up to one month pending approval of your Application and facility Usage Request (attached).

APPLICATION AND FACILITY USAGE REQUEST

The wedding Application and Facility Usage Request Forms are included with this packet. Both forms should be completed and returned within one week of having your name penciled in on the church calendar. You will be notified of the status of your application within 10 working days of the day you submit your request. Once approved, a deposit of \$100 is due. This deposit will be applied toward your wedding fees and will secure the date in your name and no activity will be scheduled that could conflict with your use of the facility. If your Application and Facility Usage Request forms with the deposit have not been submitted within thirty days of your initial request, your tentative reservation will be removed from the church calendar, and the date will be considered available for other use.

PREMARITAL PREPARATION

Premarital counseling is required for all types of weddings. Premarital counseling is considered by our church to be an important factor in the establishment of a Christian home. This counseling includes dealing with personal expectations of the marital relationship, family life, and Christian faith. The officiating or approved minister will provide the premarital counseling.

MINISTER REQUIREMENTS

All ordained ministers on-staff with Newington Baptist Church are approved to perform wedding ceremonies at the church. Newington Baptist church does allow Ministers from other churches to perform wedding ceremonies in our sanctuary. The minister must be of the Christian Faith and must be listed on the Application before he/she will be given consideration. Newington Baptist and Pastors must approve any officiating minister participating in your ceremony.

If a minister such as a father, uncle, or childhood pastor from outside the church is requested to officiate, they are responsible for premarital counseling also. In the event that a minister other than one of our pastoral staff is desired to perform the wedding, the couple is responsible to be sure the minister is in compliance with legal statutes for performing marriage in Virginia. The guest minister is to be made aware of the policies concerning weddings in our church. It is good etiquette to include a member of the pastoral staff as co-officiate of the wedding ceremony.

WEDDING FACILITY COORDINATOR

Newington Baptist Church requires that all parties using our facilities for a wedding use the Newington Baptist Church Wedding Facility Coordinator. She will assist the wedding party in arranging for the use of church resources that are available to them (Candelabras, sound technicians, etc.) and will work with the Pastor to ensure that the rehearsal and ceremony flow smoothly. She is available to serve as your Mistress of Ceremonies or will be glad to work with whomever you name to fill that position. If the reception is to be held at Newington Baptist Church, she will also ensure that it is properly conducted. Once your application has been approved, the office will notify the Wedding Facility Coordinator who will then call the applicant to set up an initial meeting. The bride should plan on at least two consultations in order for all details to be covered. It is desirable that your mistress of ceremonies be present for at least one of your consultation meetings.

LEGAL MATTERS

A license for marriage in Virginia is obtained from the Clerk of the Circuit Court or independent city where the bride or groom resides. It may be used elsewhere in the state. The marriage must be performed within sixty days after the issuance of the license.

It is requested that the license be brought to the minister on the night of the rehearsal for it to be properly and neatly filled out by the time of the ceremony.

MUSIC, VOCALISTS, AND INSTRUMENTS

Music used in the ceremony should be in keeping with the dignity of a religious service. Arrangements for vocalists and musicians are the responsibility of the bridal couple, though our Worship Pastor can suggest names of qualified individuals to sing specials or play instruments.

Vocalists/musicians should arrive at least fifteen minutes before the rehearsal for a run-through and sound check. We will not go through the music during the actual rehearsal. For the sake of timing, it is essential for all musicians to be present at the rehearsal.

USE OF SOUND SYSTEM

The sound system in the sanctuary is available for use during weddings, which allows for CDs/DVDs and tapes to be used, as well as microphones for vocalists and instrumentalists. An approved Newington Baptist Church Sound Technician must be used during both the rehearsal and the ceremony, and during the reception, if held at Newington Baptist Church. All music should be provided to the sound technician at the beginning of the rehearsal. If you prefer to give the music to the sound technician prior to the rehearsal, you may make these arrangements through the Wedding Coordinator.

The sound technician will also be responsible for setting up microphones and removing any unwanted musical instruments from the stage (additional fee applies). Please make the Wedding Coordinator aware of this so that the necessary arrangements can be made with the sound technician.

DECORATIONS and FLORAL ARRANGEMENTS

The Wedding Coordinator will oversee the set-up and tear down of all church-owned decorations (i.e., candelabras, kneeling bench, etc.) It is the bridal party's responsibility to decorate (including the arrangement of the platform), and remove all decorations following the event. We request that all decorations, rental items, flowers, non-church items, and trash resulting from the wedding be removed immediately following the event. You may decorate the sanctuary and reception hall prior to the wedding.

The doors to the church will be open for the florist at 9:00 a.m. on the day of the wedding. If you are planning a morning wedding, arrangements can be made with the Wedding Coordinator for the doors to be opened earlier.

It is the couple's responsibility to transmit the following policies to the florist, family member, or friend who supervises your decorating, and for their compliance with them.

1. Please be certain that decorations will not damage floors, carpets, or furniture. The couple is responsible for any such damage.
2. No screws or nails may be driven into any part of the building.
3. *Non-drip* candles only.
4. No decorations may be placed on the piano or organ.
5. Removal of all decorations must begin as soon after the ceremony as possible.

The church has the following items available at no cost for your use in the wedding:

1. Four (4) floor-style white candelabras (7 candles each)
2. Four (4) long-handled candle lighters
3. Flower stands
4. Hurricane globes for windows

It should be indicated on the Wedding Information Form the Bride's desire to use any of these items and coordinated with the Wedding Consultant.

FACILITY USAGE

After use of the facility, it is the responsibility of the person who reserved the facility to make sure that the facility is left clean and in order (floors, bathrooms, trash removal, birdseed, etc.) Cleaning guidelines will be provided prior to the event. Use of Newington Baptist Church custodial staff is required; please see NBC facility Usage fees.

The wedding party is expected to use prudence in the use of church facilities to preclude damages. They will be held liable for any damage caused by negligence or intentional misuse.

1. There are rooms available to be used as dressing rooms for the wedding party. All rooms are to be returned to the condition and configuration of chairs/tables in which it was found.
2. Newington is a smoke-free facility.
3. Alcoholic beverages may not be brought on the church premises at any time and no one under the influence of alcohol may take part in the wedding or rehearsal.
4. Only birdseed or bubbles may be used for sprinkling on the wedding party as they depart and are to be used only outside the building.
5. No food or drink may be brought into the sanctuary.
6. Decorating (see **DECORATIONS and FLORAL ARRANGEMENTS**).

WEDDING PHOTOGRAPHY

The wedding is a service of Christian worship. It is also our desire that your wedding is lovely and meaningful. The principles listed below have been established to help assure the beauty, dignity, and reverence that should be a part of all weddings. The couple shall be responsible for transmitting these policies to the photographer and to other persons who bring cameras and video cameras to the wedding.

1. Pre-wedding photographs of the wedding party may be made before the processional starts.
2. No flash photography may be taken during the service, from the end of the processional to the beginning of the recessional. Time exposure ("non-flash" photography may be taken from the balcony of the rear of the sanctuary during the service if it can be done quietly.
3. Reenactment photography may be taken in the sanctuary after the congregation has left. This photography should be made after the service and before the reception. The most expedient procedure possible should be used taking into consideration both the wedding party and the guests.
4. When a professional photographer is used, their photography will be enhanced if relatives or friends wait until each pose is completed before taking their pictures. A suggested time limit for reenactment photography is 25-30 minutes as Guests are waiting.
5. Videotaping of the ceremony from a fixed location is permitted if it does not cause a distraction. Extra lighting such as spotlights may not be used for videotaping.

WEDDING RECEPTION

Fellowship Hall - Receptions may be held in the Fellowship Hall or Gym. The church has tables and chairs available for use. The couple should indicate on the Wedding Information Form their desire to use a specific area and any available items.

Kitchen – A commercial kitchen equipped with punch bowls, coffee pots, etc., is available adjacent to either the Fellowship Hall or Gym. The couple is responsible for arranging the clean-up of the kitchen by the church custodian; please see NBC Wedding Facility Usage Fees.

CHURCH PUBLICATIONS

Upon request, the church will include an invitation in its weekly bulletin and/or monthly newsletter. The deadline for the bulletin is Tuesday of the week prior to the wedding. The deadline for the newsletter is the Monday of the third week of the month prior to the wedding.

NEWINGTON BAPTIST CHURCH WEDDING INFORMATION
6169 Main Street, Gloucester, 23061 (804-693-2349)

Please complete this form after reading the attached handbook. Return to the church as soon as possible, marked "Attention Church Secretary".

Bride _____
(Full Name)

Address _____

Birthdate _____ Home Phone No. _____

Cell: _____ Email: _____

Groom _____
(Full Name)

Address _____

Birthdate _____ Home Phone No. _____

Cell: _____ Email: _____

Date of Wedding _____ Time _____

Rehearsal Date _____ Time _____

Place of Wedding (Circle One) Sanctuary Yes No Other _____

Place of Reception (Circle One) Fellowship Hall Gym Other (Explain)

Requested Participants: (If persons other than Newington's Ministers are requested, please indicate their name and position.)

Minister _____

Accompanist _____

Vocalist _____

Times Available for premarital Counseling _____

Parents of Bride _____

Parents of Groom _____

Best Man _____ Maid/Matron of Honor _____

Number of Additional Attendants: Men _____ Women _____

Photographer _____

Bridal Consultant or Aide _____

WEDDING ITEMS AVAILABLE FOR USE

Please Mark if desired.

4 Candelabras	_____ Yes	_____ No
4 Candle lighters	_____ Yes	_____ No
2 Flower Stands	_____ Yes	_____ No
Window Globes	_____ Yes	_____ No
Kneeling Bench	_____ Yes	_____ No
Stairs to Platform	_____ Yes	_____ No

RECEPTION ITEMS AVAILABLE FOR USE

Please mark if desired

Portable Sound System	_____ Yes	_____ No	Number Needed _____
(In-House Use Only)			
8 ft. tables	_____ Yes	_____ No	Number Needed _____
Round Tables (6 ft. diameter)	_____ Yes	_____ No	Number Needed _____
Chairs	_____ Yes	_____ No	Number Needed _____
Punch Bowls	_____ Yes	_____ No	Number Needed _____
Coffee Makers	_____ Yes	_____ No	Number Needed _____

Please fill out applicable parts of the Facility Wedding Use Form and return it with this form. The secretary or Minister will be contacting to you confirm dates and times.

Fees:

Building Use

Sanctuary	_____
Fellowship Hall	_____
Gym	_____
Minister	_____
Accompanist	_____
Soloist	_____
Custodian	_____
Sound Technician	_____
Wedding Facility Coordinator	_____

Funeral Facility Coordinator:

Responsibilities of the Funeral Facility Coordinator:

- Church secretary receives requests from the funeral home or families to host a funeral and works with the funeral facility coordinator to respond to the request.
- For church members:
 - Check the church calendar and personnel for availability to assist with the funeral:
 - Pastor or Interim Pastor
 - Church pianist if accompanist is needed (Heather King)
 - A/V coordinator if audio and visual support is needed (James King)
 - Custodian for clean up
 - Hostess committee if fellowship/meal is requested (Cannie and Doug Hull)
 - Building Use Coordinator to notify other users of schedule change (Doug Hull)
- For non-member requests (Building rental, usually from a funeral home looking for a larger facility and typically has pastor and musicians already)
 - Collect building use request form and donation
 - Notify all leaders who this will affect
 - Notify AV Team Leader (James King) of any Audio and Visual support needed. Requests for stage setup, musical instruments, sound, video, etc. are to be received at least 24 hours in advance and must be approved by the sound/AV Team leader. Not all requests can be accommodated. For instance, the piano should not be moved for funerals or weddings.
 - Notify building use coordinator (Doug Hull)
 - Remove communion table if there is a casket
 - Leave communion table if cremation for urn and picture display
 - Place required number of chairs on the platform
 - Set up for Fellowship Hall
 - Custodian or designated person should set up and tear down, restoring to normal.
 - Notify custodian for clean up before and afterwards
- Be present before, during, and after the funeral to ensure safety and appropriate building use, and also be on hand for any requests from the family or funeral home.
 - thermostats set and reset to normal
 - building doors unlocked and relocked
 - lights turned on before and off afterwards
 - General walkthrough afterwards of area used.
 - Be available to provide basic A/V support: turning on and off the circuit board in the sound closet, putting batteries in microphones, & running the soundboard as needed.

ADDENDUM: Please see the facility usage request forms for members or non-members that are maintained by the church secretary for building use requests.