

**Little Rock Baptist Church
Music Ministry Bylaws
Choir Policies and Procedures**

The following bylaws will apply to the officers and members of Little Rock Baptist Church Music Ministry.

1. Duties and Responsibilities

a. **Musicians/Director**

- (1) Responsible to the Liaison as representative of the Pastor
- (2) Must be a confessed born again believer
- (3) Patient, tolerant, know music, voice culture and ability to inspire singers. Select music that will uplift saints and bring glory to God
- (4) Responsible for the selection of songs, how they are presented and individual to sing each
- (5) Be versatile in selecting members to lead songs, while keeping in mind each singer's ability
- (6) Be prepared to add, delete and/or change songs and arrangements prior or during services at the Pastor's request
- (7) Determine the length of practice time and frequency
- (8) Responsible for the seating arrangement of choir members
- (9) Be available for all choir practices and engagements when practical or possible. Inform the President of all planned and/or emergency absences
- (10) Determine suitability of applicant(s) for the choir
- (11) Determine the musical suitability of existing members of the choir and, in coordination with the president, take appropriate action to require their resignation if it is in BEST interest of the choir. Coordination with the Liaison and/or Pastor is REQUIRED prior to such action.
- (12) Attend all regularly scheduled church functions when possible

Music Ministry Bylaws (continue)

b. President/Vice President

- (1) Responsible to the Liaison as representative of the Pastor
- (2) Must be a born again believer and in good standing
- (3) Must be a member of Little Rock Baptist Church
- (4) Preside over all business meetings
- (5) Responsible for the conduct of members when assembled
- (6) Supervise all matters requiring discussion and voting to insure that all things are done in decency and order
- (7) Resolve conflict of interest situations among the members, as pertains to the choirs
- (8) Assist the Director in the selection of songs, if requested
- (9) Responsible for accepting or rejecting invitations from other churches in case of conflicting times, dates and availability of members. **THE PASTOR'S APPROVAL MUST BE OBTAINED PRIOR TO ACCEPTANCE OF ANY ENGAGEMENT AS A CHOIR UNIT. UPON HIS APPROVAL. THE CHURCH SECRETARY MUST BE NOTIFIED TO UPDATE THE SCHEDULE OF EVENTS AND AVOID OVER EXTENSION OF ENGAGEMENTS**
- (10) Upon acceptance of an invitation from another church, if the choir ONLY is invited, advise the choir secretary to send a written letter of acceptance to the institution extending the invitation. If the Pastor is also invited, the church secretary will send the letter.
- (11) Responsible for the cancellation and/or change of practice time/date, in coordination with the Director, in the-event sufficient members are not available to attend rehearsal
- (12) Responsible for the promptness of members
- (13) Upon the Director/President approval of applicant(s) deemed suitable for the choir, the choir secretary will notify the applicant in writing if rejected and reason for rejection
- (14) Attend all rehearsals and engagements if possible. Inform the president or Vice President of all planned or emergency absences

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- (15) Notify the choir secretary to contact all members in case of changes in schedules, rehearsals or engagements
- (16) Responsible for attendance record of each member. Member is to be counseled in case of abuse. If you do not rehearse prior to any regularly scheduled workshop service or guest engagement, you cannot participate (sing) in those services (In case of an Emergency, please notify one of the choir officers.)
- (17) Attend all regularly scheduled church functions when possible
- (18) Insure that all rehearsals, engagements and meetings are preceded and terminated with prayer
- (19) Coordinate with members on transportation availability and location of other churches prior to scheduled date to make travel arrangements
- (20) Insure that the choir secretary keep minutes of all meetings
- (21) The tenure of office is two years at which time election/re-elections will be held. The individual may be re-elected at the discretion of the members of the music ministry through the voting process
- (22) The President's office may be vacated by the member or board of officials. In the event of such action, the vice-president will be expected to satisfy this position until a replacement is elected. Intent to vacate should be a written communication to the Liaison Officer.

c. Choir Secretary/Assistant Choir Secretary (Treasurer)

- (1) Responsible to the President of the choir
- (2) Must be a born again believer and in good standing
- (3) Must be a member of Little Rock Baptist Church
- (4) Record and maintain records of all business meetings
- (5) Provide written and/or telephone notification to other institutions as directed by the President
- (6) Maintain a schedule of all pending engagements
- (7) Notify all members and advise according to the President's request
- (8) Maintain an attendance record

Music Ministry Bylaws (continue)

- (9) Tenure of office is two years. Can be re-elected at the discretion of members of the music ministry through the voting process
- (10) Choir Secretary's office may be vacated at the request of the President due to lack of performance. Intent to vacate position should be in writing to the President. The President will select a replacement to satisfy that position until elections can be held.
- (11) See Treasurer's responsibilities below.

d. Music Ministry Members

- (1) Responsible to the officers of the music ministry
- (2) Must be a born again believer and in good standing
- (3) Must be a member of Little Rock Baptist Church
- (4) Must be a team member whose main purpose to glorify God and create an atmosphere of harmony and love among the members of the music ministry
- (5) Must be faithful in service
- (6) Must abide by the bylaws as voted upon and set forth for guidelines and directions
- (7) Excessive absences (unexcused) from rehearsals and/or engagements will result in counseling by the President. Continued unexcused absences will result in the member being asked to resign for the good of the music ministry
- (8) Must be prompt at all engagements. (If choir has already marched in, do not join group). Morning services begin at 10:45AM and choir members should be in choir robes at that time
- (9) Must maintain robe and/or other uniform in good and clean condition
- (10) Encouraged to attend all regularly scheduled church functions as often as possible
- (11) Tenure is permanent dependent upon the person's ability to continue in fruitful service to the music ministry
- (12) A member of the choir may be asked to resign from the choir for actions considered detrimental to the good of the music ministry or may at their own choice resign. All resignations should be in writing. The President, after coordinating with the Liaison and Pastor, will initiate all resignations
- (13) A two-thirds (2/3) of the members may vote on any necessary issues.

Music Ministry Bylaws (continue)

e. **Treasurer**

- (1) Responsible to the President of the choir.
- (2) Must be a born again believer and in good standing
- (3) Must be a member of Little Rock Baptist Church
- (4) Record and maintain all financial records
- (5) Provide written financial reports to the choir secretary and make a financial report to the choir on a quarterly basis
- (6) Hold all funds deposited with him/her and disburse monies only when requested by the choir. Documents for payment must be signed by President and Choir Secretary
- (7) Tenure of office is two years. Can be re-elected at the discretion of members of the music ministry through the voting process

f. **Chaplain/Assistant Chaplain**

- (1) Responsible to the President of the choir
- (2) Must be a born again believer and in good standing
- (3) Must be a member of Little Rock Baptist Church
- (4) Responsible for prayer before and after each meeting
- (5) Responsible for prayer prior to each singing performance
- (6) Responsible for conduct of members when assembled
- (7) Tenure of office is two years. Can be re-elected at the discretion of members of the music ministry through the voting process