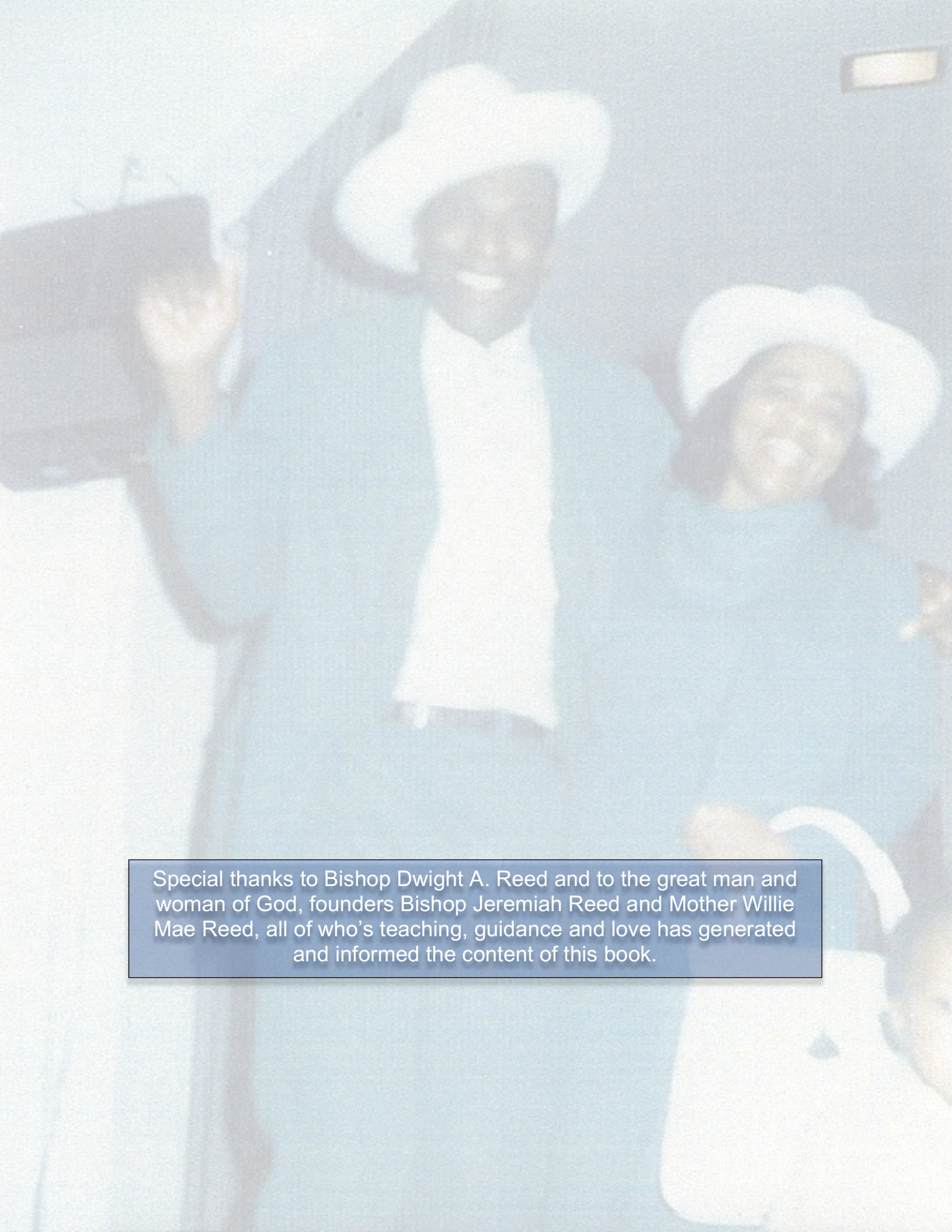


January 2024

**The Music Ministry Articles of Operations
By James E. Goodlett**

CHRIST APOSTOLIC TEMPLE INC.
BISHOP DWIGHT A. REED
1230 E 17TH ST DES MOINES, IA 50316



Special thanks to Bishop Dwight A. Reed and to the great man and woman of God, founders Bishop Jeremiah Reed and Mother Willie Mae Reed, all of who's teaching, guidance and love has generated and informed the content of this book.



This book is for the operation of the music ministry at Christ Apostolic Temple Inc. Bishop Dwight A. Reed, pastor. Music in the church is for ministry. For ministry there must be engagement and music must be enjoyable and at times fun. Music must draw people. Music is not for entertainment, but to bring the right spirit to the people. To be able to do this effectively, there must be clear order and definition to all that we do in the ministry of music. We are in spiritual warfare, and we must be tactical in how we interact with people.

“...And he that winneth souls is wise.”
Proverbs 11:30

“Let all things be done decently and in order.”
1 Corinthians 14:40

“Make a joyful noise unto the Lord...”
Psalms 100:1

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About James E. Goodlett

I, James Edward Goodlett, was the Minister of Music at Christ Holiness Apostolic Temple Inc. from 1994 to 2009. I was also the Minister of Music of the Missouri Council during the JCAC era and the Youth Director of Christ Apostolic Temple Fellowship Inc. from 2006 to 2011. During these years I was responsible for raising up music ministries in churches, teaching choirs, musicians, and singers. I have managed and run many choirs and musicians' rehearsals. I have written and produced many songs, written for choirs, TV and podcasts, and edited church content for publication. So many times, I have been the solo musician for functions and was required to play for many people and church events throughout the country.

I have helped to open three churches, Cedar Rapids IA, Knoxville IA, and Louisville KY. During this time, feeling a strong obligation to represent my father's church, I became very familiar with canvassing for souls, door to door witnessing and bringing people to church services. Frequently I have picked up people and brought them to church and at times, drove the church van. With the works in Knoxville IA and Louisville KY, I was constantly on the road on weekends, assisting in witnessing and providing music for services.

I became a minister at the birth of the church in Hannibal MO. Since then, not only have I officiated a wedding, but have prayed for many, visited the sick and shut in and visited the nursing homes. I have worked on the alter team and baptized and tarried with many. I have led services, closed them out, preached morning service, bible class and taught and continue to teach Sunday school. I have setup and run the sound department for the church, cooked for the church and cleaned as well as taken care of the church grounds. I have also had my part to play in the finance department. While I have performed all these things, I was still responsible for taking care of my wife and children while sometimes juggling 3 jobs at once. But working for God will pay off after a while.

Currently I am the Minister of Music at Christ Apostolic Temple Inc. Church has been my life. I have been in this fight for a while and am very passionate about the work of God. Through the teachings of my pastor the honorable Bishop Jeremiah Reed and his beautiful wife, Mother Willie Mae Reed, and the constant direction from my pastor Dwight A. Reed, I have been able to come to the full knowledge of what the music ministry is all about. I thank God for His continual blessings and I hope you get a blessing from the Music Ministry Articles of Operations.

God's Music Ministry

Exodus 15:1, 1 Samuel 16:16-17, 23, 2 Kings 3:15, 1 Chronicles 15:22, 25:7, 2 Chronicles 5:11-14, 2 Chronicles 35:15, Psalms 33:3, Psalms 100, Psalms 135:3, Psalms 150, Romans 1, Romans 12:1, Philippians 4:8, James 5:23, Revelation 14:3

The purpose of music in the church is to change the spirits of the people by making a spiritual and emotional connection through the atmosphere to prepare their minds for the word of God. To complete this purpose, our **mission** is to establish and operate a ministry of music.

In music God uses a lead minister or ministers to control the service and persuade the people to look toward God. The anointing is the life of God that empowers one for spiritual ministry. It is the spiritual power that must exist in the music for the individual hearer to be prepared to receive the living word. The anointed music changes the atmosphere, touches the soul, and elevates the mind opening their heart. When the heart is open, it is prepared to receive.

1 Samuel 16:16, 16:23

The music ministers must be completely subject to the word, the teaching, and the pastor. They are the stronger people because their job is to bring the people to God regardless of the mindset of the people. The music must break down the hard spirits and lift the low. Those who are responsible for music ministry must maintain a healthy spiritual life because they transmit their spirit through the music they produce. Music ministers must maintain an active prayer life to stay tuned with God, keep a spirit of love, joy, humility, forgiveness, keep a positive attitude, and to maintain an ear to hear God, the pastor, and people.

The nature of sound is spirit thus the nature of music is spirit. Music ministers produce the music and use instruments to manifest their production. The singer's body is their instrument. Practice is to increase skill and through increased skill, ministry is expanded and with expanded ministry, God can do greater things. God will use the one who practices because God can do more with them.

1 Chronicles 15:22, 25:7, Psalms 33:3, 1 Samuel 16:17

In ancient Israel, musicians and singers trained for 5 years before engaging in the music ministry. Therefore, extensive training must be given to all who wish to participate. Being able to play and sing skillfully is essential for ministry. Those who are unskilled must not participate due to the dangers of not being able to effectively carry out God's will in its entirety. Talent only carries so far. Hard work and dedication over time is the only acceptable way for the music ministry to be completely available for God's use. All musicians, singers, and directors must put in extensive time to develop their craft. God demands only the best.

To maintain continuous engagement, the mind of the hearer of the music must be handled with care by the production of various kinds of sounds and genres of music. The mind needs different exposure for continuing interest.

Music causes a physical reaction in the brain. Through musical connection, the mind is stimulated and releases chemicals. Those chemicals produce a physical reaction that causes the hearer to change. Music elevates people.

Effects of music

- Reduces anxiety
- Blood pressure
- Pain-Improves mood
- Improves mental alertness
- Improves memory
- Improves sleep quality
- Changes the ability to perceive time
- Reduce seizures
- Makes you a better communicator
- Boosts your immune system
- Helps repair brain damage
- Makes you smarter
- Evokes memories
- Helps to get through trauma

Music brings people to God by changing and improving their spirits and opening their hearts and minds in preparation to receive the Word of God. Participants in the music ministry should be much more focused on preparing for ministry than preparing for services. All participants, especially leaders, must do all from their heart, have a passion for and love what they do, working in diligence to complete and secure their ministry. The Music Ministry is accountable to God and the pastor. Therefore, all directions come directly from the word of God and the teachings of the pastor and must be immediately and faithfully executed.

Whoever desires to participate in the music ministry must be baptized in Jesus' name and filled with the Holy Ghost, be of good moral character, and a member in good standing. Otherwise, they must obtain permission from the pastor or the minister of music. All who fail to comply with the laws of God's church and the laws of God's Music Ministry are not permitted to serve in God's Music Ministry. All who participate in God's Music Ministry must live unto God to the best of their ability and keep His commandments.

Values of the Music Ministry of Christ Apostolic Temple Inc.

1. **The Anointing** - Everything starts with the anointing. We follow the teachings of the church and are subject to the pastor.
2. **Love** - Music participants highly esteem love and cooperation amongst ourselves. We value each other and allow and encourage any who wish to participate to participate. We listen, understand, respect, and support each other.
3. **Prayer & Fasting** - We must have and maintain a spiritual connection to be able to be sensitive to the spirit. The spirit of the participants of the music department must be of humility, love, understanding and encouragement, ever beseeching God for souls.
4. **Advancement Toward Perfection** - We identify issues that hinder and/or potentially hinder us from achieving optimal performance and the vision for the music ministry. We receive, respect and test the viewpoint of others and actively pursue a course of action to deal with any issue.
5. **Practice & Preparation** - God requires all music participants to prepare the ministry and always make it ready and invest in their skills to master it.
6. **Sharing Knowledge** - God requires us to pass what we know to others especially the next generation to secure the music department at Christ Apostolic Temple Inc. and its prosperity.
7. **Hold The Standard** - The Christ Apostolic Temple Inc. Music Department maintains the highest standards of music ministry in the church.

The Vision for The Music Ministry of Christ Apostolic Temple Inc. Bishop Dwight A. Reed Pastor Des Moines, IA

The vision for the Music Ministry of Christ Apostolic Temple Inc. is to be a local and international presence in musical content to reach souls and further the vision given to Bishop Dwight A. Reed in love. God must use musical groups, artists, and musicians from and within Christ Apostolic Temple Inc. to minister to all those who will hear with musical content of many genres to reach, relate, and deliver the message of the gospel and expand the ministry of Christ Apostolic Temple Inc.

Advanced preparation, planning and practice is necessary to be able to achieve this vision because the world is used to a certain level of professionalism and to be effective, the Christ Apostolic Temple Inc. Music Ministry must set the standard for the ministry of music around the world.

Christ Apostolic Temple Inc. is also a teaching ministry and people who want to know and learn about the music ministry can get the best knowledge from Christ Apostolic Temple Inc. All can certainly learn from others but because of the status of the Christ Apostolic Temple Inc. Music Ministry, people must come to Christ Apostolic Temple Inc. to get the best and greatest benefit.

The legacy of the Christ Apostolic Temple Inc. Music Ministry must be preserved and expanded. We will teach the next generations the vision and teach them to continue this great work.

The Service of Music

Music will be played before, at times, during and after all services, special services, and special events as led by the Lord. Songs always will be accompanied except when deemed acapella. Songs and/or music must bring those musical parts of the occasion to successful completion through a spiritual breakthrough to change and elevate the atmosphere.

Music must be always ready for all services. Early is the practice. Lateness is not tolerated. When God moves, music must be ready and cannot miss. Early preparation is required. Equipment must be ready and running before all services, events, special events, and before rehearsals begin. At times music may be needed before services, events, and/or special events. The music must always have a perfect acoustic blend and all instruments heard at once. No instrument is permitted to be absent. Personal aids are for the individual only. All else for ministry. Recorded content must be distributed for on demand services.

Services are:

Sunday services, bible classes, prayer services, women's day, men's day, young people day, conventions, consecrations, and shut-ins etc.

Events are:

Rehearsals, funerals, birthdays, anniversaries, weddings, graduations and the like.

Special events are:

Pastoral recognition, honorary events, milestone recognition, and out of town engagements and the like.

On Demand Services are:

Musical content marketed and distributed to the public, may be commercial or non-commercial.

The College of Music

Effective ministry is not only produced through the anointing, but also knowledge and skill. The more one knows, the more use they can be to God. Ignorance cannot advance the music ministry and principles must be taught to ensure all participants have a foundation and a sure road toward perfection. A school must be established and curriculum to advance singers and musicians that not only teach practical skills of how to play an instrument and sing, but also how to execute the service of music. Only teachers with the proper credentials are permitted to be instructors. Their job is to produce skillful singers and musicians to prepare them for ministry. The college of music must cultivate talent of all ages and teach and practice the succession principle. All participants of the music ministry must attend and graduate from the college of music. Bylaws, principles, and job descriptions for the college must be established, published, and distributed.

The Departments of the Music Ministry

1. The Board of Directors
2. CATMusicMinistry.org
3. The Mass Choir
4. The Women's Choir
5. The Men's Choir
6. The Youth Choir
7. The Community Choir
8. The Praise Team
9. The Music Group
10. The Music Media Department
11. The Singer
12. The Section Leader
13. The Musician
14. The Song Director

1. The Board of Directors

The Board of Directors is to supervise and manage all operations in the music ministry. They are to keep and maintain the vision of the pastor and minister of music and maintain and grow an environment that promotes diversity, creativity, and self-expression all for the expansion of the CAT ministry. It must have representation of every demographic in the assembly. They will make decisions and policy that will determine the direction of the CAT music department. Policy will be recorded and updated in the music ministry articles of operations. Policy will also determine disciplinary action to deal with misconduct. Policy will also be brought before music ministry participants for their input before final decision. With their input in consideration, the final decision will be decided by the board no longer than 14 days after presentation. Only participants in the music department qualify to be on the board. All decisions will be recorded and/or written or typed out. They shall have semi-annual meetings to assess the growth and productivity of the department and make the necessary adjustments to ensure the prosperity of the music department.

2. CATMusicMinistry.org

The website <https://catmusicministry.org> is where the music ministry is executed. All things music ministry and music ministry related is available on this website. All participants in the music ministry will find all announcements and instructions on this website.

3. The Mass Choir, AKA The Bishop's Choir

The Bishop's Choir ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God.

In order to become a member of the Bishop's Choir, one must be baptized in Jesus' name and filled with the Holy Ghost, be of good moral character and a member in good standing.

The Bishop's Choir ministers on Sunday Mornings and any other time requested by the pastor and accompanies the pastor on special engagements. (From the Policies and Procedures Manual of Christ Apostolic Temple Inc. page 71)

4. The Women's Choir

The Women's Choir ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God. The Women's Choir will minister during women's services and other occasions when called upon. The Women's Choir Director will work with the Minister of Music to organize all proceedings.

5. The Men's Choir

The Men's Choir ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God. The Men's Choir will minister during men's services and other occasions when called upon. The Men's Choir Director will work with the Minister of Music to organize all proceedings.

6. The Youth Choir

The Youth Choir ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God. The Youth Choir will minister during young people services and other occasions when called upon. The Youth Choir Director will work with the Minister of Music to organize all proceedings.

7. The Community Choir

The Community Choir ministers through music and song. The Community Choir will minister for occasions when called upon. The Community Choir Director will work with the Minister of Music to organize all proceedings. Members are those from the church and community. To be members, they are only required to respect the pastor and the teachings of the church. Musicians included.

8. The Praise Team

The Praise Team ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God. The Praise Team ministers on Sunday Mornings and any other time requested by the pastor.

9. The Music Group

The Music Group ministers through music and song, thereby touching the hearts and souls of the hearts and preparing the minds of the people to receive the preached word of God as well as participating in outreach through the distribution of recorded content.

This is a select group of music participants whose skills are advanced in music ministry that may be used for enhanced and commercial presentation.

The Music Group ministers when requested by the pastor, and 24/7 on demand through recorded and distributed content.

10. The Music Media Department

The Music Media Department is responsible for the distribution of music to both private and public. The quality of presentation must be at current broadcast quality, ready to be used for any media including radio and/or TV. It is required that the Music Media Department be always ready.

11. The Singer

The Singer is required to learn, practice, and rehearse the music given to them. They are required to know, perfect, and expand their skills. The Singer is also required to have music prepared and ready when needed. If the singer is leading a song, they must guide all participants through the life of the song to a spiritual breakthrough that changes and elevates the atmosphere. It is required that the Singers be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

12. The Section Leader

The Section Leader is required to learn, practice, and rehearse the music given to them. They are required to know, perfect, and expand their skills. The Section Leader is also required to have music prepared and ready when needed. The Section Leader assists the song director in administering the singing parts. It is required that the Section Leaders be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

13. The Musician

The Musician is required to learn, practice, and rehearse all the music in the church. They are required to know, perfect, and expand their discipline or disciplines. The Musician is also required to have music prepared and ready when needed. Musicians may bring their own equipment, but they are responsible for their own equipment. Musicians are also responsible for cleaning and maintaining the music instruments and music area. It is required that the Musician be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

14. The Song Director

The Song Director gives directions to all participants in a song and/or piece of music. They must bring the song and/or music through the life of the song successfully. That means knowing and hitting all the cues to bring the song and/or music to completion for ministry which is a spiritual breakthrough that changes and elevates the atmosphere. It is required that the Song Director be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

The Succession Principle

A replacement for office must be, unless God deems otherwise, younger, and chosen and trained 3 years before retirement.

The Offices of the Music Ministry

1. Minister of Music
2. Head of the Board of Directors
3. The Secretary of the Music Ministry
4. The Treasurer
5. The Administrator of the Music Ministry
6. The CATMusicMinistry.org Developer Team
7. Mass Choir Director
8. Women's Choir Director
9. Men's Choir Director
10. Youth Choir Director
11. The Community Choir Director
12. The Song Director
13. The Song Leader
14. Praise Team Leader
15. Music Group Leader
16. The Music Distribution Manager
17. Director of Musicians/Band Leader/MD
18. Auxiliary Manager
19. Lead Musician
20. Music Producer
21. Office Assistant

1. The Minister of Music

The Minister of Music is responsible for all the music in the church. The Minister of Music produces, coordinates, and teaches music, manages the planning and execution of songs and instrumentation, creates the environment for the expansion of the ministry, and produces recorded musical content for distribution and outreach. The Minister of Music is also responsible for the logistics of musical equipment. The Minister of Music is also responsible for the schedule for the musicians. The Minister of Music is accountable to God and the pastor only. **All directions come directly from the teachings of the word of God and the pastor and must be immediately and faithfully executed.**

2. The Head of the Board of Directors

The Head of the Board of Directors is to manage the operations of the Board of Directors and to make sure that all decisions lineup with the vision of the pastor and minister of music. It is required that the Head of the Board Of Directors be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

3. The Secretary of the Music Ministry

The Secretary of the Music Ministry works with all offices and is responsible for keeping records, recording practices and rehearsals, distributing materials, managing the budget, sending notices, messages, files, produce and curate reports. It is required that the Secretary of the Music ministry Administrator be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

4. The Treasurer of the Music Ministry

The Treasurer of the Music Ministry works with all offices and is responsible for keeping the budget, collecting, and dispensing funds and maintaining financial records. It is required that the Treasurer of the Music Treasurer of the Music Ministry be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

5. The Administrator of the Music Ministry

The Music Ministry Administrator works with all the offices to ensure operations and communications are optimal. This position also carries the burden of making sure all in the music department is working in accordance with the law. It is required that the Music Ministry Administrator be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

6. The CATMusicMinistry.org Developer Team

The CATMusicMinistry.org Developer Team will maintain and update the functionality of the website. It is also required that the developer team constantly pursue ways to maximize and utilize resources efficiently and enhance and simplify the user experience. Also required is the recruitment and teaching of all newcomers especially the youth.

7. The Mass Choir Director

The Mass Choir Director works with the Minister of Music in producing, coordinating, and teaching music to mass choir and to the musicians. The Choir Director is responsible for preparing and distributing music in advance to the singers and musicians, and preparing song directors and singers, and coordinating the music between the choir and musicians. The Choir Director is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Mass Choir be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

8. The Women's Choir Director

The Women's Choir Director works with the Minister of Music in producing, coordinating, and teaching music to women's choir and to the musicians. The Women's Choir Director is responsible for preparing and distributing music in advance to the singers and musicians, and preparing song directors and singers, and coordinating the music between the choir and musicians. The Women's Choir Director is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Women's Choir be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

9. The Men's Choir Director

The Men's Choir Director works with the Minister of Music in producing, coordinating, and teaching music to men's choir and to the musicians. The Men's Choir Director is responsible for preparing and distributing music in advance to the singers and musicians, and preparing song directors and singers, and coordinating the music between the choir and musicians. The Men's Choir Director is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Men's Choir be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

10. The Youth Choir Director

The Youth Choir Director works with the Minister of Music in producing, coordinating, and teaching music to choir and to the musicians. The Youth Choir Director is responsible for preparing and distributing music in advance to the singers and musicians, and preparing song directors and singers, and coordinating the music between the choir and musicians. The Youth Choir Director is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Youth Choir is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

11. The Community Choir Director

The Community Choir Director works with the Minister of Music in producing, coordinating, and teaching music to the choir and to the musicians. The Community Choir Director is responsible for preparing and distributing music in advance to the singers and musicians, and preparing song directors and singers, and coordinating the music between the choir and musicians. The Community Choir Director is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Community Choir is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

12. The Song Director

The Song Director works with the choir director or any leader over a music group in producing, coordinating, and teaching music to the choir and to the musicians. The Song Director works with the music producer for preparing music in advance for the singers and musicians. The Song Director is required to practice and rehearse with the section leads and musicians to ensure the quality of presentation and ministry. It is required that the Song Director is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

13. The Song Leader

The Song Leader works with any leader over a music group and song directors in preparing to sing the lead part of a song. The Song Leader also works with anyone in charge of anything that deals with the service of music. The Song Leader is required to practice and rehearse with all associated parties to ensure the quality of presentation and ministry. It is required that the Song Leader is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

14. The Praise Team Leader

The Praise Team Leader works with the Minister of Music in producing, coordinating, and teaching music to the Praise Team. The Praise Team Leader is responsible for preparing and distributing music in advance to the singers and musicians, and preparing the Praise Team for services, and coordinating the music between the Praise Team and musicians. The Praise Team Leader is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Praise Team be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

15. The Music Group Leader

The Music Group Leader works with the Minister of Music in producing, coordinating, and teaching music to the Music Group. The Music Group Leader is responsible for preparing and distributing music in advance to the singers and musicians, and preparing the Music Group for services, events, recording sessions, and coordinating the music between the Music Group and musicians. The Music Group Leader is required to have practice and rehearsal sessions to ensure the quality of presentation and ministry. It is required that the Music Group be always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

16. The Music Distribution Manager

The Music Distribution Manager is responsible for the production and distribution of recorded content to both private and public. They ensure top quality for optimal representation of the ministry. It is preferred that the assistant be from the youth to be trained in the affairs of that office. It is required that the Office Assistant is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

17. The Director of Musicians or Musicians Director/Band Leader, aka MD

The Director of Musicians works with the Minister of Music in working with the musicians and equipment. They help direct the musical operations and make sure the musicians are in sync with everything. The MD also maintains the equipment. The MD may select an assistant, temporary or otherwise, to help handle the office responsibilities. Also required is the recruitment and teaching of all newcomers especially the youth.

18. The Auxiliary Manager

The Auxiliary Manager works with the Director of Musicians to help guide and advise musicians at any time.

19. The Lead Musician

The Lead Musician leads and directs the musicians in a particular song or musical performance. They work with the Director of Musicians to execute the music during services. They connect with the leads and directors during services and give instructions and directions to the musicians.

20. The Music Producer

The Music Producer works with those participating in the songs and music. They are responsible for and assisting in the writing, arranging, sound planning and assignment of musical content. It is required that the Music Producer is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

21. The Office Assistant

The Office Assistant works with those in that office providing all assistance and the necessary resources needed for that officer and office to operate efficiently. Whenever necessary, the assistant may operate fully in that office until no longer necessary. There is a succession of assistants, at least two, to ensure the continued operation and quality of the office. The first assistant is after the officer and then the second if the first is not available. It is preferred that the assistant be from the youth to be trained in the affairs of that office. It is required that the Office Assistant is always ready. Also required is the recruitment and teaching of all newcomers especially the youth.

Tools & Equipment for the Music Ministry

The Ministry of Music must be able to function through singing, playing instruments, communication and distribution of music and music materials. To do so musical instruments are needed. Office and administrative equipment are also needed. Computers and their hardware and software are essential for preparing for rehearsals, services, events, and special events and all and everything pertaining to the music department.

The Budget for the Music Ministry

The church and participants of the music ministry are responsible for the financial support of the music ministry. Grants, donations, special offerings, and fundraisers may help to cover costs for the repair and purchase of all equipment. The Treasurer of the Music Ministry manages the budget for the Music Ministry. The music ministry must have great priority in the church financial budget as well because of the importance of the job of the music ministry. The Treasurer will work with the Minister of Music and church office of treasury for executing the purchasing and repair of equipment. Pay for services rendered and distribution will be decided by the pastor and the church office of treasury.

Music Ministry Office Operations

Tuesday office work from 12-4

- Rehearsal Prep
 - Administrative Work
1. Rehearsal Prep
Prepare music for 4pm musicians' rehearsal
 2. Administrative Work
Update the library and schedules, make announcements

Wednesday's office work from 10-6

- Prepare for Saturday rehearsals
 - Instructional videos
 - Prepare, produce write new music
1. Prepare for Saturday rehearsals and instructional courses
Write rehearsal and instructional itinerary
 2. Prepare Sunday program
 3. Instructional Videos
Make and/or edit and upload instructional videos
Congregational and techniques, singing parts, leads and directors
Original, group and choir songs
 4. Prepare and write new music
Work on original music, complete and arrange

The Officers of the Music Ministry

Minister of Music	Name	<u>Officers of the Musicians</u>	
Head of the board	Name	MD	Name
Secretary	Name	MD Asst.	Name
Treasurer	Name	1 st Asst.	Name
Administrator	Name	2 nd Asst.	Name
Developer Team Leader for website	Name	3 rd Asst.	Name
Praise Team Director	Name	4 th Asst.	Name
Bishop's Choir	Name	<u>Auxiliary Managers</u>	
Women's Choir Director	Name	Name	
Men's Choir Director	Name	Name	
Young People's Choir Director	Name	Name	
The Music Group Director	Name	<u>Music Producers</u>	
Community Choir Director	Name	Name	
Video Editor	Name	Name	
Audio Editor	Name	Name	
CEO of Glad About It Music Company LLC	Name	Name	

Equipment

Operating Equipment

Equipment must be handled properly and carefully. If damaged, the party responsible must either repair or replace equipment at or above value. If desiring to move or modify equipment, you must get permission from the Band Leader. Anyone responsible may turn on equipment and the last person near the equipment is responsible for turning it off.

If anyone wishes to borrow equipment, they must make a deposit of \$200.00 to the treasury and for a maximum of 7 days of rental. Up to the return on the 7th day, they must immediately inform the treasurer and they will receive \$180.00 of the deposit. If equipment is not returned on the 7th day, there will be a \$20 penalty assessed each day the equipment is not returned. If not returned in a month, they are required to purchase the equipment at value or replace the equipment at or above value.

All food is prohibited around music equipment. Water is allowed only if it is in a container that can be closed.

Taking Equipment on outings or traveling

On outings or traveling and need to bring equipment, we need only the basics to get the job done. A service is complete with a piano sound, but a minimum of piano bass and drums is what we should be going for. For something more complete, two keyboards for organ and/or portable organ, piano and synth sounds, bassist, guitarist, and drummer. A small mixer for the keyboards may be necessary, preferably powered speakers. If no powered speakers, speakers with appropriate powered amps.

Checklist for complete music setup:

1. Two three prong extension cords
2. Power strip with at least three, three pronged inputs
3. Four patch cords
4. One bass chord
5. Two powered speakers or two non-powered speakers with amp
6. Musicians' mixer
7. Headphones
8. Portable organ and/or two keyboards
9. Bass guitar and amplifier
10. Drum set

Musicians & Singers

Musicians and singers may bring their personal equipment to minister at any time. They are responsible for their own equipment. If others wish to use equipment that does not belong to them, they must obtain a contract that expresses consent and duration of use from the owner. Contract of consent forms are administered by the office of the secretary. If no contract is agreed, the equipment cannot be used. The music ministry is responsible for church equipment under the leadership of the Band Leader in collaboration with the minister of music.

CATMusicMinistry.org

The CATmusicministry.org website is an online resource for anyone to know everything about the music ministry. It is used to educate, manage, and schedule meetings, workshops, rehearsals, music, musicians, and singers for all church occasions. It is also used for notes, announcements, and reports. Amendments to CATmusicministry.org are made by the secretary team in collaboration with the minister of music. Here are the divisions of CATmusicministry.org.

1. Home page

The home page is where you can find immediate information about what is happening that week. This is also where music is scheduled for rehearsals, services, conventions, special events etc. You will also find announcements, notes, and reports. Meetings, workshops, and rehearsals.

2. The Library

This is a collection of music that we know, don't know, and will know. Music and/or a song must have all the relevant information to be learned if it is going to be used in service. The relevant information is, title, author, key, key signature, tempo, style, producer, singing parts to songs, musician tutorials, instrumental versions, and all and/or other relevant internet links. Music entered must have an initial and dated when entered. The secretary is responsible for entering and updating the library.

3. Music Projects

This is where you can see all the music projects that are or will be in production.

4. Production

This is for the producers to assign sounds to the instruments to be played for music and songs and present the vision for the music and/or song.

5. Schedule

This is where music participants find out when they are responsible to play or sing and what instrument to play if they are a musician. When a musician or singer is scheduled, they are responsible for their time. If they are not able to be available, they must first find an adequate replacement, then notify those in charge.

6. Education & Reference

This is where you can find out all the information about the music department. Also included are historical references about certain instruments and tutorials.

7. Contact us

You can contact us with the information on this page.

Reports

Generating Reports

Reports are produced by the office of the secretary no longer than 24 hours after any service of music. Reports include attendance and a general overview of all activities during the service of music.

Filing Reports

Reports are filed by the office of the secretary immediately after generating a report. Reports are then immediately posted at CATmusicministry.org. Services of music may be recorded and posted at CATmusicministry.org.

Rehearsals

Rehearsals are mandatory for all participants. No attendance, no participation. If not able to attend, find an adequate replacement, then notify those in charge. During rehearsals principles are to be taught and instructions are to be given to maximize ministry. Rehearsals and workshops start on time by the leader who is present. Songs and music to be rehearsed, no more than 20, must be scheduled at CATmusicministry.org by the third Wednesday of the month at 4:00pm for the next month. The spirit of God may direct otherwise songs and music to be sung and when, and immediate changes are authorized by the pastor and/or the minister of music.

Praise Team

Rehearsals are held on Saturdays in the sanctuary at 12pm-1pm and Saturdays at 11am-11:50am of the month when the music workshops and training will be held. During this time, the songs are already prepared and learned and to be rehearsed. Songs are sent a month ahead and section leads, leads, directors and musicians prepare the music Mondays or Thursdays at 6pm, in person or virtual. The last Saturday of the month is a review of all material for the next month.

Choir

Rehearsals are held on Tuesdays in the sanctuary at 7pm. During this time, the songs are already prepared and learned and to be rehearsed. Songs are sent a month ahead and section leads, leads, directors and musicians prepare the music Mondays or Thursdays at 6pm, in person or virtual. The last Saturday of the month is a review of all material for the next month.

Music Group

Rehearsals are held on Tuesdays in the sanctuary at 7pm. During this time, the songs are already prepared and learned and to be rehearsed. Songs are sent a month ahead and section leads, leads, directors and musicians prepare the music Mondays or Thursdays at 6pm, in person or virtual. The last Saturday of the month is a review of all material for the next month.

Musicians (The assistants run the rehearsal)

Rehearsals are held in the sanctuary on Tuesdays at 4pm and in the sanctuary at 10am-2pm and Saturdays at 10am-11:50pm of the month when the music workshops and training will be held. During this time, the songs are already prepared and learned and to be rehearsed. Songs are sent a month ahead and musicians prepare the music Mondays or Thursdays at 6pm, in person or virtual and Saturdays in the sanctuary between 11am and 2pm. The last Saturday of the month is a review of all material for the next month.

Youth Choir

Rehearsals are held on Saturday in the sanctuary at 11am the first Saturday of the month. During this time, the songs are already prepared and learned and to be rehearsed. Songs are sent a month ahead and section leads, leads, directors and musicians prepare the music the third Saturday of the month from 11am-12pm in the fellowship hall. The last Saturday of the month is a review of all material for the next month.

Youth/New Singers, New Musicians and Community Choir (The Minister of Music or assistants run the rehearsal)

Youth singers, community choir and new musicians learn and practice on Saturdays in the fellowship hall between 12:45pm and 2pm except the second Saturday of the month when the music workshops and training will be held.

Rehearsals are to prepare for ministry and the service of music.

1. Music must be learned and practiced before rehearsals
2. Music learned and practiced will be presented at rehearsals
3. Sounds are assigned to songs before rehearsals by producer
4. During rehearsals music will be rehearsed as presented for services
5. Only those at rehearsals will sing and play for services

Time starts for music and song learning and production as soon as it is entered in the calendar. New music and songs must be learned in a week no more than two at a time. An original piece and/or song must be learned no longer than two weeks.

IF ANY HAS NOT PREPARED FOR REHEARSALS, THEY ARE NOT PERMITTED TO REHEARSALS. THOSE WHO ARE NOT PERMITTED TO REHEARSALS ARE NOT PERMITTED TO PARTICIPATE. THOSE WHO HAVE NOT ATTENDED REHEARSALS ARE NOT PERMITTED TO PARTICIPATE.

Tuesday

Musicians Rehearsal	4:00-6:00	In fellowship hall (Assistants run the rehearsal)
Leads & Directors	6:00-7:00	In fellowship hall
Mass Choir/Music Group	7:00-8:30	In sanctuary

Wednesday

Music Workshop	4:00-6:00	In the sanctuary and/or fellowship hall (Minister of Music or assistants run the rehearsal)
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Thursday

Singers' Workshop	4:00-6:00	In the sanctuary and/or fellowship hall (Minister of Music or assistants run the rehearsal)
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Friday

Open Music Day	1:15-5:00	In the sanctuary (Minister of Music or assistants run the rehearsal)
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Saturday

Musicians Rehearsal	10:00-12:00	In sanctuary and/or fellowship hall (Assistants runs rehearsal)
New Singers, Musicians	12:00-2:00	In fellowship hall (Minister of Music or assistants run the rehearsal)
Community Choir		
Youth Choir	11:00-12:00	In fellowship hall (Musicians 18 and under)
Praise Team	12:00-1:00	In sanctuary

Order Of Rehearsal

- | | |
|---------------------------------------|---|
| 1. Prayer | |
| 2. Exercises | Exercises to improve playing together |
| 3. Warm up song | Familiar song everyone knows, brings in a spirit of collaboration and unity |
| 4. Sunday review (on Saturday's only) | Rehearse upcoming Sunday program |
| 5. Rehearsal review, old music | Previous music, music from rehearsals, touch up |
| 6. New Music | Recently learned music, upcoming music |
| 7. Composition | All ideas brought to the table and/or jam session |

Cancellations

Rehearsals must not be canceled. They must be conducted by the next person or officer in charge on site. They may use CATmusicministry.org for review and/or reference. Online rehearsals are permitted. Rehearsals are canceled only for these following reasons:

1. In support of church events and occasions regardless of location
2. Hazardous weather conditions
3. When every musician and/or singer, within reason, are not able to attend rehearsal
4. When the Minister of Music makes an announcement of a cancellation
5. When the pastor calls for a cancellation

Music Submission

Presenting Music to Be Learned

Only music in the library may be presented to learn. Songs must be submitted to the Minister of Music for approval. The secretary will enter the approved song and/or music with all appropriate information including tutorials in the library. After entering the approved song and/or music into the library, the music will then be eligible to list in the calendar to be learned.

Presenting Original Music

Original music must be approved by the Minister of Music, copyrighted, produced, and entered in the library with all appropriate information including tutorials before it can be taught. In presenting original music, the administrator must be consulted to make sure all is in accordance with the law.

1. Make a recording of the idea.
2. Present music for approval to the Minister of Music.
3. Consult music administration.
4. Work with a producer to finish a draft or finish a production. If there is singing, the singing part and/or parts with lyrics must be in the draft or finished production.
5. Make tutorials.
6. Submit an MP3, MP4, etc. to the video & audio editors.
7. The editor uploads the video to the CAT private YouTube channel and submits link(s) to the secretary.
8. Secretary updates the library with specs and the YouTube link.

Music Production & Preparation

The Music Producer

The Music Producer is to assemble all the elements necessary for the music to be played, recorded, and sung. They assign the sounds to the instruments and work out all the dynamics. A draft or finished production is then submitted to the video and audio editors and from there submitted to the secretary who will insert the link in the song name at CATmusicministry.org under production, NOT THE LIBRARY, except a finished version of original music. Finished versions of original music will be entered into the production section and the library section. The producer must produce music or a song not more than two weeks and an original in a month. At the end of production, the finished product goes to the video and audio editors immediately. Producers are also responsible for tutorials. Producers may be assigned by the Minister of Music, or volunteered or asked for. Producers must be assigned no more than one week after music and/or a song is entered into the calendar.

The Music Composer/Writer

The Music Composer/Writer creates new music material.

The Minister of Music works with producers and composers and other willing participants to bring music to the ministry.

The Video & Audio Editor

The video editor produces the video for the music ministry YouTube channel. The audio editor edits audio for audio and video projects. The videos must be lyric videos but if not, the lyrics must be in the description. The video and audio editors must complete editing and uploading within the week of getting an assignment. No more than two assignments within a week's time are required.

Workshops & Training

Without training they will not know the vision and the purpose of the music ministry and will not know their purpose in it. Workshops are posted into the calendar.

Workshops and training are to teach and prepare those who participate in the music ministry how to minister through music in the church, to teach all participants the purpose of the music in the ministry, and their roles within. The purpose is to solidify operations in all aspects by teaching and demonstrating how everything is supposed to operate and to have, maintain and grow an effective music ministry. These workshops teach all participants in the music ministry how to function in their roles to bring the vision to pass. These will be held every four months on the 2nd Saturday of the month at 12pm-2pm starting in March of each year and will be run by the Minister of Music or person or persons designated by the Minister of Music or pastor. The order of the workshops and training are as follows:

1. Prayer and welcome
2. Objectives/Program review
3. Seminar(s) and activities
4. Lunch and activities
5. Seminar(s) and activities
6. Presentation(s) and/or review
7. Acknowledgments and announcements
8. Dismissal

Finance

Finances are handled by the treasurer. Currently money is received via Cash App \$CATMusicMinistry. Dues and the like are agreed upon by consensus. Anyone is free to give what they want at any time whatever they want to give. From time to time, money may be needed for various things and an announcement will be made via email, CATmusicministry.org or both.

Meetings

Meetings are called by the pastor or the minister of music. They will be announced via email, CATmusicministry.org or both. All policy additions and/or subtractions will be entered into the Music Ministry Articles of Operations by the secretary. During these meetings, people may volunteer, be selected and/or voted in positions within the ministry. God and the pastor select the Minister of Music. Meetings will be run by the pastor or minister of music or board of directors or person, or persons designated by the pastor or minister of music. The board of directors will have semi-annual meetings to assess the ministry and make decisions. Final decisions will be presented with an official document with the author's name attached. It must be accepted and approved by printing, signing, and dating the document by all parties before it is constituted, and the secretary will post the document at CATmusicministry.org. Changes to the Music Ministry Articles of Operations must have signature approval by the pastor. Disciplinary activity is recorded and filed by the office of the secretary, unless told otherwise, but not accessible to the public. All documents will also be filed by the office of the Secretary. Meetings will be held in the following manner:

- | | |
|--|---|
| 1. Prayer and call to order | 5. Old, continuing, and unfinished business |
| 2. Roll call | 6. New business |
| 3. Reading and approval of the minutes | 7. Announcements |
| 4. Reports of the officers | 8. Adjournment |

If the meeting is called by the pastor, the pastor will oversee and run the meeting the way the pastor feels is appropriate and correct. The pastor reserves the right to assign whoever he wants to any office and add or subtract or change policy at any time.

Glad About It Music Company LLC

Glad About It Music Company LLC is a group of Christ Apostolic Temple Inc. music producers that produce music for all media. It is also responsible for producing music and songs for outreach of the music ministry. Music producers under Glad About It Music Company LLC will work with artists, musicians, and others at Christ Apostolic Temple Inc. to make their work available to the public. Bylaws, principles, and job descriptions for Glad About It Music Company LLC must be established, published, and distributed.

**May God’s blessings be continually on the Christ Apostolic Temple Inc.
Music Ministry of Des Moines, IA.**

Accepted & Approved By

(Print)

(Signature)

Date

Dwight A. Reed Pastor of Christ Apostolic Temple Inc. of Des Moines Iowa

(Print)

(Signature)

Date

Psalm 100

*Make a joyful noise unto the LORD, all ye lands.
Serve the LORD with gladness:
come before his presence with singing.
Know ye that the LORD he is God:
it is he that hath made us, and not we ourselves;
we are his people, and the sheep of his pasture.
Enter into his gates with thanksgiving,
and into his courts with praise:
be thankful unto him, and bless his name.
For the LORD is good; his mercy is everlasting;
and his truth endureth to all generations*

Psalms 150

Praise ye the LORD. Praise God in His sanctuary: Praise Him in the firmament of His power. Praise Him for His mighty acts: Praise Him according to His excellent greatness. Praise him according to His excellent greatness. Praise Him with the sound of the trumpet: Praise Him with the psaltery and harp. Praise Him with the timbrel and dance: Praise Him with stringed instruments and organs. Praise Him upon the loud cymbals: Praise Him upon the high sounding cymbals. Let everything that hath breath Praise the LORD. Praise ye the LORD.

