



Rhema Sanctuary

Sound of Judah Code of Conduct



Document Control Information

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The following people are designated recipients of the final version of this document:

Name	Organization/Title
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1 Overview

1.1 About Rhema Sanctuary

Rhema Sanctuary is a parish of the Redeemed Christian Church of God situated in Winnipeg, Manitoba, Canada. According to Jeremiah 29:11, we believe that God created us in His image to achieve great destiny. Therefore, we confess that: We are **DESTINED, EMPOWERED** and **MANIFESTING GREATNESS**

Our Mission Statement:

*“To cultivate a culture where people are conscious of their **DESTINY** in Christ, **EMPOWERED** by the word of God and **MANIFESTING** God’s greatness”*

Our Vision Statement:

*“To build a generation that is **EMPOWERED** to achieve great **DESTINY** in Christ through sound teaching and **MANIFESTATION** of the word of God to impact future generations”*

1.2 Objective

As Rhema Sanctuary continues to grow, it has become necessary to have a standardized and documented approach to how each of the various departments within the Church operates. This is regarded as a scriptural activity as our God commanded **“Write the vision, and make it plain upon tables, that he may run that readeth it” (Habakkuk 2:2)**. This implies that if we want every member of each department to run effectively and achieve the vision, it needs to be clearly written.

This document is the first version that has been created to achieve that purpose. It is by no means an exhaustive documentation of everything that each department does, it is only provided as a guide. Accordingly, it is also subject to change and modification based on needs and approval of the Senior Pastor.

1.3 Benefits of the Code of Conduct

The provision of this manual offers a few benefits to Rhema Sanctuary. These include:

- i. It ensures continuity of the work such that in the absence of one or more people, the department can continue to function effectively.
- ii. It serves as a good tool for welcoming new members and to give them an induction to the department.
- iii. It helps clarify to the leadership of each department, what they are doing well and what they need to improve on.
- iv. It serves as a quick reference for every member of the department and always helps them to ensure the delivery of quality service.

1.4 Code of Conduct Coverage

This version of the Church Code of conduct covers most of the departments fully operational in Rhema Sanctuary. Other departments may be added in subsequent versions. The Departments covered in this document include:

- | | |
|-------------------|--------------------|
| 1. Sound of Judah | 7. Hospitality |
| 2. Technical | 8. Teens Church |
| 3. Teaching | 9. Children Church |
| 4. Ushering | 10. Transportation |
| 5. Prayer | 11. Protocol |
| 6. Transportation | |

1.5 Code of Conduct Access

This document will be placed on the church website to allow every member have access to it as required. The document may also be printed and given to members as required, however note that the printed copy may be outdated as the soft copy on the church website will be updated as required.

When printing the document, the chapter to be printed are as follows:

- Chapter 1 – Rhema sanctuary Code of Conduct -Introduction
- Relevant Department Chapter

1.6 Document Updates

The soft copy of the manual saved on the church website will always be the most recent version of the manual. This will be updated from time to time as approved by the Pastorate.

The process of updating any section of this manual shall be as follows:

- a. Any suggestion to update any section of the manual should be addressed to the Pastorate for consideration.
- b. The pastorate will review the suggestion to approve or otherwise.
- c. In case of approval, the Pastorate will give instruction for the manual to be updated accordingly.
- d. Kindly note that no department is permitted to update their section of the code of conduct without the approval of the Pastorate
- e. Updates to the code of conduct will then be communicated to all relevant members of the church workforce for their information and compliance.

1.7 Code of Conduct Access

Since this code of conduct has been prepared for the improved functioning of each department in Rhema Sanctuary, it is expected that every member of each department will be fully aware of the contents of the code of conduct and will seek to perform their duties based on the guidance of the code of conduct.

The following points are to be noted in ensuring full implementation of the policies:

- a. The Head of Departments (HODs) are to ensure they fully understand the content of their department code of conduct.
- b. The HODs are to ensure that the activities of the department and the conduct of its members are in-line with content of the code of conduct.
- c. Every member is to make it a personal responsibility to know and abide by the code of conduct.
- d. The Pastorate shall from time to time perform a check on each department to be sure they are in-line with the provisions of their code of conduct.

2 Sound of Judah Code of Conduct

2.1 Introduction

This document has been developed to provide guidelines on what is expected from members of Sound of Judah in fulfilling their God-given ministry.

2.1.1 Sound of Judah

The Choir Department of Rhema Sanctuary shall be known as Sound of Judah (yehudah, meaning 'Praise', *Genesis 29:35*).

2.1.2 Purpose

The following are the purpose of Sound of Judah:

- i. To ensure that praise, worship and inspirational songs are ministered skillfully and in such a manner that it will motivate God's people to worship Him irrespective of their nationality, race or color.
- ii. To inspire individuals in the church to imbibe the culture of praise /worship and make it part of their daily life/routine.

2.2 Sound of Judah Administration

- a) The Music Director provide overall leadership to Sound of Judah. He/She coordinate executive committee of the department and report to the Senior Pastor.
- b) Sound of Judah Executive Committee which directly report to the Music Director are Administration Secretary, Welfare Coordinator, Treasurer, Prayer Coordinator and Project Coordinator.
- c) The pastorate, at each annual review may seek to re-constitute the Executive Committee. Thus, each executive position is a one-year term but subject to change by the pastorate. This is carried out in the interest of the church and the direction of the music ministry.
- d) The Music Director shall nominate members for leadership position after consultation with the Senior Pastor. No Sound of Judah member has voting right for leadership selection.

2.2.1 Executive Committee

To ensure that the Sound of Judah is managed in an effective and efficient manner, the following Executive Committee shall be responsible for leading and coordinating the activities of the Choir.

The members of this Executive and their roles are as detailed in the table below:

S No	Music Director	Administration	Welfare
1.	Spiritual and Musical Leadership	Maintain Choir Music Foldres	Coordinate choir uniforms
2.	Select special songs for services	Provide administrative support for choir activities	Coordinate Social Gatherings
3.	Review praise/worship lists and choir rosters	Document minutes in meetings	Coordinate birthdays and other celebrations

S No	Music Director	Administration	Welfare
4.	Coordinate Choir Practice	Maintain song database	Maintain accurate record of all members
5.	Set and enforce discipline standards	Track members attendance at meetings.	
6.	Coach instrumentalists and worship leaders	Dispatch notification for meetings	
7.	Coach choristers in music and ministry	Prepare monthly choir rosters	

S No	Treasurer	Prayer	Projects
1.	Collect monthly dues	Uphold members in prayers	Develop program for choir events
2.	Keep accurate financial records	Pray for ministrations	Support in preparing training programs for choir
3.	Provide finance update at retreats	Remind/ prepare for Choir monthly prayer	Coordinate with Technical for Lyrics and ministrations
4.	Provide money for approved choir activities	Be spiritually alert	Prepare choir CDs to aid learning of songs
5.	Suggest other ways of raising money for choir activities	Coordinate the prayer section for the Choir Practice	Coordinate Choir Events and Retreats

- Tasks can be reassigned to other members of Sound of Judah based on the discretion of the Music Director.
- The assigned people may request the assistance of other members of the choir as required.

2.3 Expectation from Sound of Judah Members

2.3.1 Spiritual Responsibility

All members (both instrumentalists and vocalists) are expected to maintain a high level of spirituality at all times to enable them effectively minister to God's People. Sound of Judah is not just about entertaining people, the Spirit needs to impart on the songs for lives to be blessed. Therefore, each choir member is expected to:

- Spend quality time praying and worshipping God in the closet in order to effectively lead God's people in the open.
- Spend quality time studying and listening to the Word of God as Sound of Judah ministry is the Word in Melody.

Remember Malachi 3: 3-4

- "And he shall sit as a refiner and purifier of silver: and he shall purify the sons of Levi, and purge them as gold and silver, that they may offer unto the LORD an offering in righteousness. Then shall the offering of Judah and Jerusalem be pleasant unto the LORD, as in the days of old, and as in former years"*

2.3.2 Self-Improvement Responsibility

All members are expected to continue to seek opportunities to improve themselves in the area of Music to further enhance their skills. While the church will provide opportunities for Sound of Judah members to improve themselves, each member is also encouraged to take it as a personal responsibility. Therefore, each member of Sound of Judah is expected to:

- a) Read, listen to and watch materials in order to improve continually as a music minister.
- b) Attend concerts, seminars and programmes that enhances growth music ministry.
- c) Practice regularly to continually improve on vocal and presentation skills.
- d) Seek opportunities to learn or improve on at least one musical instrument

2.3.3 Conduct During Practice/Rehearsal

Sound of Judah shall meet at least one (1) time every week to effectively rehearse for ministrations. At each of these meetings, the following is expected from each member:

- a) All members are expected to be punctual; a maximum of 15 minutes grace (with cogent reasons) will be allowed after which disciplinary measures shall apply.
- b) The first 30 minutes of the Friday Choir practice shall be devoted to prayers/worship. Any choir member who misses this period shall not be allowed to minister with the choir on the next service day.
- c) Any member who will not be available for practice should have informed the Music Director at least 24 hours before the time for practice.
- d) Absence from meetings should only be authorized by the Music Director.
- e) Members should endeavor not to miss more than one (1) choir meetings in a month.
- f) A high level of discipline is expected during practice – minimal side talks and distractions.
- g) Mobile phones should be switched off or put to silent during practices/meetings and services. Members are not allowed to answer their phones at any of these times except in emergencies. However, members can use their mobile device/tablet for rehearsal purpose such as lyrics and arrangement.
- h) All balancing of sound and instruments should have been done before choir practice to prevent disturbance during the practice.
- i) Every Sound of Judah member is expected to have listened to the relevant songs prior to the practice time. Instrumentalists should have also 'scored' the songs before the practice.
- j) The time schedule put up for choir practice is to be strictly followed.
- k) During the choir practice, there shall be a dress rehearsal period which will be an exact pre-play of what is to be done during the actual ministration – there is no room for errors.
- l) Being good Christians, all choir members are expected to give and receive correction in love.
- m) Worship Leaders are expected to have met/discussed with the instrumentalists before the general practice to ensure smooth running during the general practice.
- n) Member are expected to make a monthly contribution to support the administration of the group. The amount may change from time-to-time as determined by the Choir executive committee.

2.3.4 Conduct Towards Church Services and Meetings

All choir members being good Christians and model workers in the RCCG are expected to do the following:

- a) Attend Workers' Meeting on Sundays regularly and punctually.
- b) Attend Friday Solution Hour regularly and punctually.
- c) Attend all scheduled midweek Services regularly and punctually.
- d) Attend House Fellowship meetings regularly and punctually.
- e) Attend third Sunday services as assigned regularly and punctually.
- f) Punctually attend other special services and meetings including Basket of Praise, Prayer Rain, Church Night Vigils, Workers' Workshop amongst others.

2.3.5 Conduct During Church Services

Sound of Judah members that have attended rehearsals are expected to be present for the relevant Church Service. During the Service, all members – including instrumentalists are expected to:

- a) Act in a quiet, strict and seemly manner; not drawing attention to themselves or causing the congregation to be distracted.
- b) Strictly comply with the agreed choir dress code.
- c) Punctually attend the workers' meeting on Sundays.
- d) Punctually attend the ministerial prayers before and after the services where applicable.
- e) All Choristers, including instrumentalists must seat in the choir section. Surrounding seats should not be occupied unless the choir stand is filled.
- f) Seating arrangements, if any, should be strictly followed.
- g) No member shall enter or go on the altar after the choir has gone on the altar and worship has begun or leave during ministration.
- h) Worship leader for every service is expected to be at the front while the backup ministers stand and sing at the back. Singing with wireless microphone from anywhere in the church apart from the choir stand is not allowed.
- i) Actively participate in the Service – prayers, bible reading, sermon etc.
– The choir is next in line to the ministers and should display the accorded level of discipline and responsibility.
- j) Keep to what was agreed during the rehearsals; except where otherwise approved by the Music Director.
- k) Be ready to immediately back up impromptu songs raised during the Service.
– Choristers assigned to leading/ backing-up songs on the microphone are expected to keep this as their primarily responsibility for the Service.

2.4 Expectation from Sound of Judah Members

2.4.1 Choir Uniform Rosters

- a) A roster specifying the color codes for the services will be prepared on a quarterly basis. All choir members are always expected to fully comply with the color codes. Concessions could be made, especially for new members, at the discretion of the Music Director.

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- b) The color code for any service may be changed at the discretion of the Music Director.

2.4.2 Midweek Service Rosters

- a) A roster specifying the choir member to lead praise and worship for midweek services will be prepared on a monthly basis.
- b) Any assigned choir member on the roster is expected to perform this duty or make an alternative arrangement, with the approval of the Music Director.
- c) The assigned member to lead praise and worship will also be responsible for raising songs during the offering.
- d) Instrumentalists are expected to provide an adequate cover for all midweek services for at least the keyboard and the drum set.
- e) All choir members are expected to be punctual and regular for midweek service to assist with backing-up.

2.4.3 Praise and Worship Rosters

- a) A roster specifying the choir member to lead the worship on Friday services will be prepared on a monthly basis.
- b) All choir members are to check the roster regularly to note where they are assigned in order to perform accordingly.
- c) The assigned worship leader is expected to have prayerfully selected and arranged the songs well ahead of time.
- d) The songs should be clearly written or typed out to make it easy for the instrumentalists and technical team to follow along.
- e) If there are any new songs, the worship leader is expected to inform all back-up singers before the practice day.
- f) The assigned worship leader is expected to meet with the instrumentalists to work together on the song selection and arrangement before the time allotted for general choir practice. Instrumentalists are expected to cooperate with the worship leaders in ensuring this occurs as required.
- g) The worship leader will also be responsible for leading the offering song, welcome song and thanksgiving songs. He/ She may also request another worship leader for assistance as required.

2.4.4 Praise and Worship Ministration

- a) Ministration Songs for all services in a month will be selected prior to the beginning of that month. Choir members are encouraged to make suggestions on ministrations songs.
- b) These songs will either be prepared sent via email or WhatsApp to all choir members for their personal preparation before choir meetings.
- c) All choir members are expected to listen to the ministration songs and know them before the scheduled date of rehearsal.
- d) This same approach will also be adopted for special programmers to make the practice time more effective.

2.4.5 Choir Practice Time Schedule

In order to ensure adequate respect for everyone's time the choir practice will have the following schedule:

S No	Activity	Duration
1.	Prayers and Worship – Music Development Moment	30mins
2.	Special Song Practice	30mins
3.	Praise and Worship Practice 1	20mins
4.	Praise and Worship Practice 2	20mins
5.	Praise and Worship Practice 3	10mins
6.	Special Song Rehearsal	10mins
7	Closing Prayer	1min
	TOTAL	2 hours

2.4.6 Monthly Meeting Time Schedule

In order to ensure we maintain the right level of spiritual fervency and excellence in our ministrations, the choir will gather once a month to pray, review the activities for the last month and plan the activities for the coming month.

- Members are to come fasting in preparation towards this meeting.
- Any member who is absent for the meeting will not be allowed to minister during the next month.
- Sound of Judah executives committee shall ensure adequate preparation for the choir monthly prayer meeting.
- To ensure proper use of time, the meetings will follow the schedule below:

S No	Activity	Duration
1.	Opening Prayer and Exhortation	15mins
2.	Praise and Worship	20mins
3.	Last Month Review – Lesson Learnt	20mins
4.	Planning for Coming Month	20mins
5.	Suggestion/Concerns/AOB	10mins
6	Closing and Prayer	5min
	TOTAL	1 hr 30mins

*This schedule may be changed from time to time at the discretion of the Music Director

2.4.7 Annual Sound of Judah Retreat

Sound of Judah shall endeavor to have retreats every quarter for both spiritual and social reasons.

- a. The spiritual retreat shall be focused on rekindling the passion for ministry and music amongst members of Sound of Judah.

- b. The social retreat shall be focused on further improving the spirit of love and oneness among members.
- c. The exact date and mode of these services will be decided on a case by case basis by the Music Director.

2.5 Guideline for New Members

- a. All new members of Sound of Judah shall be required to undergo a probation period of 4 weeks.
- b. During this period, the new member shall be expected to come for all choir meetings – both choir practice and prayer meetings.
- c. During this period, the new member shall not be ministering with the choir in the services but shall be under assessment
- d. New members are expected to learn the regular songs that are performed in the choir in order to effectively participate in the choir.
- e. New members must ensure that all relevant choir uniforms and colours are provided to them before the end of the probation period.
- f. The conduct of the new member during the probation period will greatly determine if the member will be formally admitted into Sound of Judah or will have to undergo further probation.

2.6 Penalties for Lateness/Absence

Unless otherwise specified, the rules and penalties set out here, refer to all meetings, practices/rehearsals, services:

- a) A members' absence from practices translates to an absence from the members duties on Sundays (*or other days of ministration as the case may be*). For example, if a member is absent from a practice, he/she will not be allowed to minister on Sunday. This rule applies to the instrumentalists as well (*this may be waived when instrumentalists had to do rehearsal separately*).
- b) Fifteen (15) minutes grace is given to members for lateness to all meetings and rehearsals. After this time of grace, if a member is not present at any meeting, he/she will be penalized. In special circumstances where lateness is unavoidable, the Music Director should be notified, and the reasons submitted will be considered appropriately.
- c) If a member of the choir is to lead and he/she is not at the practice fifteen (15) minutes after the start of practice, assigned task should be passed on to another member immediately.
- d) If a member of the choir is late or is going to be late, a text message or phone call should be made to the Music Director, failure to do so means the member will not be allowed to backup or lead upcoming ministrations.
- e) After **three (3)** consecutive absences without **due reasons**, the member will be **expelled** from Sound of Judah and will undergo a retraining and probationary period before being allowed to return to Sound of Judah.

2.7 Invitation to Minister

Each member of Sound of Judah represents the church and therefore have an expectation to present the church in a good manner outside the church. Sound of Judah management shall follow the following procedures and guidelines when invited to minister either by a church or any external party:

- a) Invitation letter shall be addressed to the Senior Pastor and delivered to the Music Director either by print or email.
- b) The Music Director shall present the letter to the Senior Pastor for approval. Approval will be granted at the discretion of the Senior Pastor.
- c) This approval guideline is applicable to all individual members of Sound of Judah including instrumentalists.
- d) Any member who proceed to minister outside the church without following the approval steps will be **expelled** from Sound of Judah.

2.8 Breach of Code of Conduct

The Music Director has the right to refuse participation in ministration to a choir member who is found to be in breach of the code of conduct.

- a) If a member violates or go ultra vires. The member in question will not be allowed to minister in any program for that week and may perform ad-hoc tasks that will be issued by the Music Director.
- b) **DISCIPLINARY ACTION** - Failure to adhere to the tenets of this code of conduct or instruction of the Music Director may result in official questioning, punishment, suspension, or eventual dismissal from Sound of Judah.
- c) Communication should follow protocol. If anyone has any concern related to disciplinary action or sanctions apportioned, the first point of call is the Music Director before escalation to the ministers or pastorate.

2.9 Acceptance

I _____ accept to uphold this code of conduct in order to be considered as a member of Sound of Judah, the music arm of the Redeemed Christian Church of God, Rhema Sanctuary, Winnipeg, Manitoba, Canada. I understand it is my right to treat others with respect and dignity and expects same treatment from members. I will receive reasonable consequences for violations of the code. I promise to keep the matters related to Sound of Judah within the department and escalates any concern to the Music Director. By God's grace I shall heed to this code. So, help me Lord!

SOJ Member Name

Signature & Date

Music Director – *Sound of Judah*

Signature & Date

2.9.1 SOJ Ministration Roster - Template

S No	Date	Praise and Worship			Ministration Song	Hymn/Thanksgiving
		1 st Service	2 nd Service	3 rd Service		
1.	Friday, Nov. 15	P/W Lead: Bro. Idris A.				
2.	Sunday, Nov. 17	Lead: Sis Idera Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Sis Channan Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Sis Hannah Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah Keyboardist: Sis. Funwa Drummer: Bro. Doxa	Break Every Chain – Tasha Cobbs	Worship Leaders
3.	Friday, Nov. 22	P/W Lead: Sis. Desola				
4.	Sunday, Nov. 24	Lead: Sis Idera Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Sis Idera Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Sis Idera Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah Keyboardist: Sis. Funwa Drummer: Bro. Doxa	There's an Overflow - Sinach	Worship Leaders
5.	Sunday, Nov 24	Special Program			P/W Lead – Sis. Tobe	
6.	Friday, Nov 29	P/W Lead: Sis. Desola				
7.	Sunday, Dec. 1	Lead: Sis Ngozi Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Sis Precious Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah	Lead: Bro. Laide Sop: Sis. Victoria Alto: Sis. Ngozi Tenor: Sis. Hannah Keyboardist: Sis. Funwa Drummer: Bro. Doxa	You Deserve It – JJ Hairston	Worship Leaders

2.9.2 SOJ Uniform Roster - Template

Date	Colour	Ladies	Ladies Skirt	Guys
Sunday, Nov. 17	Orange	Orange Shirt	Knee Lenght	Orange Shirt, Red Tie
Sunday, Nov. 24	Green	Green Top	Knee Lenght	Green Shirt, Red Tie
Sunday, Dec. 1	Purple	Purple Top	Long	Purple Shirt, Red Tie
Sunday, Dec. 8	Gold	Gold Top, Black Jeans	Long	Gold Shirt, Dark Brown Tie
Sunday, Dec. 15	Blue	Blue Shirt	Knee Lenght	Blue Shirt, Black Tie
Sunday, Dec. 22	White	White Shirt, Black Belt	Long	White Shirt, Blue Tie
Sunday, Dec. 29	Red	Black Shirt, Red Belt and Red Corsage	Knee Lenght	Red Shirt Black Tie