

SEVENTH DAY ADVENTIST CHURCH

NEWLIFE, 5TH NGONG AVENUE – NAIROBI

DRAFT MUSIC POLICY

FIRST EDITION 2022

Foreword

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Church Music Council
SDA Church Newlife – Nairobi, Kenya

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1. Mission, Vision & Objectives of the Music Department

1.1 Vision

The music department of the Seventh-day Adventist Church Newlife envisions production and promotion of music and musical products that enhance a state of order, solemnity and piety, fit for worship and evangelism.

1.2 Mission

The Mission of the Music Department is in tandem with the overall mission of the Seventh-day Adventist Church, Newlife, which is to draw disciples for Jesus Christ by proclaiming the everlasting gospel as spelt out in the Three Angels' Messages. (Matt 28:18-20, Acts 1:8, Rev 14:6-12)

1.3 Objectives

In implementing the above mission and realizing the vision, the department shall be guided by the following specific objectives:

- i.* To ensure availability of musical personnel, well trained and equipped with skills to sing, conduct and play musical instruments for worship and evangelism at all times (1 Chronicles 15:22).
- ii.* To ensure availability and usability of all requisite musical instruments and organs
- iii.* To engage the church congregation in sharing the word of God through songs and praises aimed at creating a vibrant, Spirit-filled worship environment (Exodus 15:1-2)
- iv.* To maintain a balance of spiritual, intellectual, emotional, cultural and technical elements of the different musical genres, materials and instruments for harmony in worship unto God Almighty (Psalms 150:1-6)

2. Music and Worship

Discipleship to Christ is our goal and worship of God is the ultimate priority for the church. This is the reason man was created, redeemed, and the culmination of history (Exodus 20:2-5, Isaiah 43:21, Mark 12:29-30, John 4:23, 1 Peter 2:9, Revelation 5:13-14). A healthy church is a church truly seeking to reach up (to God), out (to the society) and in (to members) in worship.

The use of music and songs in worship services is to unite the body of Christ in expressing their heartfelt emotional expressions to God through singing. Therefore, church music ought to be orderly and uplifting both to the performer and the congregation. This document defines standards which must be upheld at all times at Newlife Church in music administration.

3. Scope of the Music Policy

3.1 Geographical Scope

This policy document is intended to be utilized at Newlife SDA Church, 5th Ngong' Avenue, Nairobi and its Sabbath Schools.

3.2 Technical Scope

The document covers the following five broad technical areas:

- i.* Choirs' Vocal Performance
- ii.* Uniforms, Presentation and Stage Performance
- iii.* Choristering & Congregational Singing
- iv.* Instrumentals and Accompaniment

v. Sound Quality and Microphone Management

4. Implementation of the Music Policy

The responsibility to implement and operationalize this policy document rests with the Church Pastor, Church Elder(s), Church Music Director, leaders within the Church Music Department and all leaders of church-based choirs and singing groups.

5. Guiding Principles for the Music Policy

The Music that is used in Church as the Body of Christ, will be regulated by the following principles:

- Church Music is to Glorify God
- Church Music is to be purely God-centered
- The songs are to lay a strong emphasis on God's character and leave the worshipper with a clear picture of God, not man or the individual(s) singing
- The source of music should be biblical, spiritual and doctrinally sound
- No form of secularity should lace or characterize church music
- Church music should be performed with the Holy Spirit and understanding, for edification of the performer and the listeners
- The music should be decent and orderly, teaching and admonishing one another
- Music in Church is for Witness and Testimony (Psalm 96:2).
- There should be a good balance in all elements of the music such as vocals, instrumentation
- Church music will have attractive melodies and excellent musical harmony
- Rhythms should usually be smooth and predictable

6. Church Music Department Structure

The Church Music Department will comprise the following officials to guide music in the Church, based on their training and experience.

- i.* Music Director
- ii.* Deputy Music Director
- iii.* Music Secretary/Treasurer
- iv.* Church Choir Leader
- v.* Youth Choir Leader
- vi.* Ambassadors Choir Leader
- vii.* Proactive Kids' Choir Leaders
- viii.* Church Choir Trainers
- ix.* Leaders of other Church-based Choirs
- x.* Church Music Librarian.
- xi.* Church Worship Leader/Head Chorister
- xii.* Lead Instrumentalist

6.1 Appointment and Qualifications of Music Leaders

The following positions will be filled prayerfully by the Church Nominating Committee during election of church officers as stipulated in the church manual, and they shall serve alongside other church officers for a period determined by the church business meeting.

- Church Music Director
- Deputy Music Director
- Music Secretary/Treasurer
- Church Choir Director

- Deputy Church Choir Directors (Two)
- Church Choir Secretary
- Church Choir Teachers/Trainers
- Worship Music Leader/Head Chorister
- Deputy Worship Music Leader
- Church Choristers
- Lead Instrumentalist
- Deputy Lead Instrumentalist
- Instrumentalists

The following consideration should be taken into account in choosing the above officers serving in the music department:

- The Music leaders will be prayerfully identified and appointed from church members who are spiritually in good and regular standing, and preferably from members with wealth of Christian music knowledge, principles and doctrine.
- Where qualified members are unavailable from Newlife SDA church, the church may consider placement of able musicians who are Sabbath School members and/or other SDA Churches where qualified church members are available. “Do not hire worldly musicians if this can possibly be avoided...” — *Letter 51, 1902. (Evangelism p. 509).*
- The church would however do well to invest in the training of its musicians to serve the church’s musical needs in future.

6.2 Church Music Council

The composition of the Music Council will be as follows:

- Music Director
- Deputy Music Director
- Music Secretary /Treasurer
- Church Choir Director
- Church Worship Music Leader
- Church Lead Instrumentalist
- Leaders of Church Departmental Choirs – Youth, Children, Ambassadors, AMO, AWM Choirs etc
- Church Singing Groups Representative
- Church Solo Musicians within the church
- Any technical persons deemed necessary
- Elder in charge of Music-ex-official

7. Roles of Music Department Officials

The officials of the Church Music Department will play the following roles.

7.1 Music Director

The Church Music Director is the spiritual and administrative leader of the Music department.

- i.* He/she is responsible for planning, organizing, coordinating, conducting, and evaluating comprehensively the activities of the music department in the church. All matters of music in church are his responsibility.
- ii.* He/she is responsible for coordinating the activities of congregational singing, church choir s singing, singing groups, solo musicians and ensembles in the church, solo musicians and other church.

- iii.* He or she will coordinate choices of songs and other performances for worship services.
- iv.* He or she will coordinate training for musicians and singers on how to sing, music theory and music theology.
- v.* To ensure that all singing in the church and homes of church membership rises to the established music standards.
- vi.* To coordinate presentations by Church Worship Choir, Congregation Worship Music team, Instrumentalists, Church Choirs, church singing groups and solo musicians and ensure music standards for church worship services are observed.
- vii.* Music Director is the chairperson of Church Music Council.
- viii.* The Music Director is a member of the Church Board and represents matters of music in the board.
- ix.* He/she is responsible delegated duties to Deputy Music Director, Secretary/Treasurer and other music officials.

7.2 Deputy Music Director

- i.* The Deputy Music Director is the Principal Deputy of the Music Director.
- ii.* He/she is responsible for the spiritual and administrative activities in the absence of the Music Director.

7.3 Music Secretary/Treasurer

- i.* The secretary/Treasurer is responsible for keeping records of meetings, files, assets, finances and periodic reports for the Music department.
- ii.* He/she arranges in liaison with the Director the conveners and rapporteurs for Council and other meetings.

7.4 Church Choir Director

- i.* The Church Choir Director is the head of the Church Worship Choir (Main Church Choir).
- ii.* The Church Choir Director is the spiritual and administrative leader of the Choir.
- iii.* The Church Choir Director is responsible for planning, organizing, directing, training and conducting musical presentations by Worship Church Choir.
- iv.* The Choir Director will work with Lead Worship Music Leader/ Chorister and Lead Instrumentalist in planning and leading worship songs and choir performance.
- v.* The Choir Director is a member of the church board and the music council representing church choir activities
- vi.* He/she is the chairperson of the Church choir committee and Director of Church choir activities in the church.
- vii.* He/she is responsible delegated duties to Deputy Choir Director, Choir Secretary/Treasurer, Choir teachers/trainers and other Choir officials for seamless administration of the Choir.

7.5 Church Worship Music Leader/Head Chorister

- The Worship Leader is the Lead Chorister in the church
- He/she prepares and coordinates choristers' duty roster and allocation for every worship program and activities of the church
- He/she will spearhead the planning, operationalization and evaluation of a comprehensive congregational singing activity
- Worship Leader coordinates choice, preparation and presentation of hymns during church worship services (1 Chronicles 15:16-17, 22)

- He/she is a member of the Music Council representing issues relating to congregation singing, hymns and songs for worship
- He/she is the Chairperson for the Choristers committee
- He/she is responsible for delegated duties to Deputy Lead Chorister and other chorister

7.6 Lead Instrumentalist

- The principal responsibility of the Lead Instrumentalist is to coordinate playing of instruments and singing accompaniment during congregational worship and special services. These may be preludes or postludes, doxologies, offertory responses and other voluntaries
- He/she accompanies or coordinates accompaniments to choir songs as pre-arranged with the choirs, during the worship services and special services
- The Leader of Instrumentalists (or his assistants) will work closely with the Worship Leader, Choir Director and Music Director in planning, coordination and leading singing in the divine worship and other church services
- He/she is responsible for delegated duties to Deputy Lead Instrumentalist and other instrumentalists

7.7 Departmental Choirs Leaders

- These are choir leaders of various departmental choirs formed by church departments.
- The leader is expected to establish an active choir from the department for ministry
- Report on the performance of their choirs to their departmental leaders
- Work with and reports to the Music Director on matters music
- They are members of the Music Council

7.8 Church Singing Groups Representatives

- Coordinates with leaders of various church singing groups formed by church members within the church
- The Singing groups representative works with Music Director on matters music
- He/she is a member of music council to represent church registered singing groups and assist in liaison and coordination of programs

7.9 Solo Musicians Representative

- Represents individual church members who train on their own to sing or play instruments in church during worship services and other church meetings
- He/she liaises with the Music Director to secure a singing opportunity, and on their issues, which require church involvement

7.10 Media and Audio-Visual Team

- Liaises with the communication department in the area of music
- He/she is responsible for ensuring control of the sound quality of music
- He/she directs and trains others Sound Technicians on mixing and adjusting of appropriate church sound as required
- Ensures that the worship Church Choir will have at least one dedicated sound technician to monitor the sound quality of the music during worship services
- The team is in charge of operating the computers and providing projection of music lyrics and sound during church services
- Coordinates Visual equipment in liaison with the Music Director on matters of Music

7.11 Church Music Council

The Church Music Council will:

- Support the Music Director in providing spiritual and administrative leadership in Music Department
- Be the technical arm of the church in selecting and vetting congregational Song Leaders and church Instrumentalists
- Organize all music programs, activities, events and fellowships in the church and for the various choirs in and outside the church for the church
- Handle all music issues referred from the Church board and other quotas of the church and make necessary decisions and recommendations
- Ensure implementation of the Church Music Policy
- Coordinate proposals for amendments to the Music Policy for approval by the church board
- Plan and execute training of church music stakeholders at least twice a year on different thematic issues relating to church music
- Develop quarterly and annual progress narrative and financial reports on music to the Church Board

8. Church Choir Administration

8.1 General Administration

- The Church Choir should have stable, self-functioning and collaborative leadership
- The Church Choir officers should take up the responsibility for running the affairs of the choir on a day to basis
- An organized choir gives the members a sense of unity and an official channel through which they may voice their challenges for resolution
- The Church Choir administration is headed by the Church Choir Director who is the leader of the Choir and coordinated through Church Choir Committee
- The elected Church Choir officials who are members of the Church Choir Committee include Deputy Church Choir Director, Choir Secretary, Choir Treasurer, Devotional Leader, Voice Representatives, Librarian, Uniform Leader, Social Welfare, Outing Leader and Discipline Leader

- When there is a project, or an event to be organized, the committee may form other sub-committee(s) for the purpose of the event or project. The subcommittee(s) will report to the Choir Committee and be dissolved once the project or event is completed.
- Music Director and Elder in charge of Music are ex-officio members of the Choir Committee
- The Church Choir will develop or adopt its own Standard Operation Procedures, otherwise known as Church Choir Constitution or the Choir Management Handbook

8.2 Duty of Church Choir

Taking lessons from choirs in Biblical times, it is clear that the main duty of the choir in the Church is one of ministry or service and not performance.

- i. The duty of the Levites choir is defined in 1 Chronicles 16:4: “And he appointed some of the Levites to minister before the ark of the Lord, to commemorate, to thank, and to praise the Lord God of Israel.” The three verbs used in this text, “to commemorate, to thank, and to praise,” suggest that the music ministry was a vital part of the worship experience of God’s people.
- ii. “They shall stand every morning, thanking and praising the Lord, and likewise at evening, and whenever burnt offerings are offered to the Lord on Sabbath, new moons and feast days, according to the number required of them, continually before the Lord” (1 Chronicles 23:30-31). Choir repertoire should include songs designed for the worship service.

- iii.* In the Temple, the music served to enhance the sacrificial service by involving the participation of the congregation at certain specific moments. (2 Chronicles 29:25-30). Thus, the choral service came after the rite of atonement had been completed. The musicians proclaimed the Lord's name during the presentation of the sacrifices, so that he would come to His people and bless them, as He had promised in Exodus 20:24 and demonstrated in 2 Chronicles 7:1-3."
- iv.* In the synagogue and the early church, music reinforced the teaching and proclamation of the Word of God. This means that church music should take part in worship service leadership, while supporting the teaching and preaching of God's Word. It is not enough for the choir to sing a special item alone and that is all. Choir singing should be well integrated in elements of worship. Choir repertoire should include songs designed for the worship services.
- v.* The Church Choir should sing music to worship God as done by the heavenly Choir in Isaiah 6:1-6 and Revelation 4:5-11 and 5:8-14.
- vi.* The choir will support, enhance and lead the congregation in singing of hymns, offertories responses, prayers, and thanksgiving. The Choir expresses the feeling of the congregation through music. The Psalms, which were sung by choirs in biblical days, were sometimes offered as prayers.
- vii.* The choir, through the hymns, responses and special items of music it sings, helps to make God's word known in ways that speech alone cannot do. As such the choir becomes an important leader in worship, guiding the gathered assembly in praise and prayer through songs.
- viii.* The church choir assists the preacher and the congregational song leader(s) in setting the tone for the service and the theme of the day. The preacher of the day should let the choir know the sermon title in the middle of the week before Sabbath day, then hymns and choir songs can be selected that will lead the congregation into the message.
- ix.* Music was used to convey God's message through a prophet. When the temple musician began to play, the power and direction of God came upon Elisha (2 Kings 3:14-15). When they played the music, God moved in mightily. This is why before a Minister of the word in worship service stands to preach, choir presents a special item of music. Throughout the Psalms, we find songs that convey prophetic words from God e.g. Psalm 50.
- x.* Choir performs a prophetic function - foretelling the mind of Christ (1 Sam 10:5-8). Choral music will carefully be chosen and properly fitted into the service to fore-tell the mind of God to the people. A prophet in the bible, presents God's divine message to his people using the most communicable language and mediums. Similarly, the choir (a prophet) communicates what will happen in the future to prepare the minds of the saints, or to caution and/or alert them. Jeduthun was appointed to lead the temple choir in prophetic singing.
- xi.* Church Choir will perform a priestly function when it ministers in songs on behalf of the entire congregation, presenting their requests, petitions, submission, confession, praises, and offering songs of faith, praise, thanksgiving, and worship to God. The choir will offer to God a sacrifice of the noblest musical art of the church, presented in the consciousness of the high significance of the sacrificial act. It will draw worshipers closer to the purpose of the element of the service of the moment. With this understanding, appropriate choral music should be chosen by the choir to suit this purpose during a church worship service. Such a song needs to express the minds of the worshippers in true worship and devotion to God.
- xii.* The choir is to sing and proclaim as a testimony to the unbelievers far and wide, across the valleys and mountains, praises and goodness of the Lord God for His gift of free salvation by grace through Jesus Christ, and for His mercies we continue to enjoy daily. This is different from preaching or teaching church doctrines and beliefs through music (Psalm 96: 2, 3 Psalms 40:3,1 Chronicles 16:23-24).
- xiii.* Sometime the Church Choir may not be available to serve in the worship service on a Sabbath day. This may be because the choir has been invited by another church to minister to them, is on an

evangelistic mission outside, or it is a Sabbath dedicated to another church department and the department wishes to serve as Worship Choir during the worship service. In such instances the Music Director will arrange in advance for another Church Choir within the church to rehearse and minister during the service in their instead.

8.3 Choir Membership Recruitment and Validation

Church musicians should be separate from the world. In the Bible, the Levites were the spiritual leaders whom God told David to choose musicians from (1 Chronicles 15:16). God did not allow just anybody to be His musicians. He specifically chose the most dedicated and consecrated tribe in all of Israel, the Levites. Christian musicians should be dedicated to the Lord. In determining church musicians, the following counsels should guide:

- i.* The heart and spiritual condition of the singer in a church choir is more important when singing and expressing spiritual themes. A heart that is under control of the Holy Spirit is willing to learn and implement spiritual things and will rarely bring internal choir conflicts.
- ii.* Christians who ‘sing’ are those “filled with the Holy Spirit” (Ephesians 5:18-19). They should also be “filled richly with the word of God” (Colossians 3:16). That is when they can understand and sing meaningfully about spiritual matters. Spiritual Music comes from spiritual people who are skillful. This combination of sanctified, skilled, and unified people produced meaningful music. Any singing from the unconverted heart, is but a powerless “sounding song” that is unable to touch souls (1 Corinthians 13:1-3), which is only suitable for entertainment purposes. It is after someone has accepted redemption from sin when he can truly sing to God a new song (Exodus 14: 15-30; 15: 1-27, Psalms 43:3, Revelation 14:1-4 Psalms 33:1, 3).
- iii.* The Church Choir will consist of church members who have accepted Jesus Christ as their Saviour and Lord of their life, and possess a desire to serve God through the singing ministry.” God is glorified by songs of praise from a pure heart filled with love and devotion to Him” (Testimonies for the Church 1:509).
- iv.* Not every person who is willing to sing can be admitted as a member of a Worship Church Choir. This is because not everyone is able to sing to the standards that are required of the choir. The membership of the Worship Church Choir will be recruited from both the young adults and adult men and women within the church. Efforts should be made to encourage best singers from Youth Choirs, other church choirs and Singing Groups to join this main choir.
- v.* Leaders will be encouraged to join the choir where they can learn songs in the SDA Hymnal musically and develop singing leadership skills.
- vi.* In order to build and develop a good choir, there will be standards for admission. If there is no method or means of selecting the desirable voices, the choir will consist of voices that will hinder true choral achievement. To determine which voices are suitable, there are necessary basic qualifications for a choir member, which will be assessed.
- vii.* The recruitment to the Worship Church Choir will be by Audition (1 Chronicles 25:7-8). This is a short performance by a singer so that decision can be made as to whether they are suitable to sing in the choir or not. In order to avoid possibility of some candidates blaming their unsuitability to the humiliating or hurting auditions, this activity may be outsourced to one or two practicing Choir Trainers from another SDA church or other music officers.

The persons who desire to sing in the Church Choir will have minimum three essential qualifications which the audition will assess:

- i.* Singers should have desire to be separate from the world in their daily ways of conduct in life – “Therefore come out from them and be separate, says the Lord. Touch no unclean things and I will receive you” (2 Corinthians 6:17).
- ii.* The desire to learn and continually improve their singing
- iii.* Willingness to work hard, sometimes during odd hours of the day

Among other technical contributions of the musical requirements during the audition will be guided by the following:

- i.* Intonation and pitch discrimination, sense of intonation, tone quality at various dynamic levels, tone-colour, and ensemble capability, capability to reproduce a given note accurately.
- ii.* Lack of muscular control for choral singing and singing in the wrong register.
- iii.* The existing current choir members will be exempted from undergoing the audition when this policy takes effect. The audition will be for the new members hence forth.
- iv.* The Church Choir Director will design an Audition Form to be used during the Audition session.
- v.* In order to guarantee standards and have seriousness to the objectives of singing, all who are interested in being part of the Worship Church Choir will be required to sign a Membership Application / Renewal Form. Members will also fill a Membership Commitment Pledge Form designed by the Choir Committee at the beginning of every year.
- vi.* The Choir Director will review the forms, analyze and submit names found suitable to join or continue in the choir to the Church Music Council for forwarding to the Church Board for approval. The Church Board reserves the right of passing all the names or dropping some in case they have reason to do so. “Their number who were trained in singing to the Lord, with their relatives, all who were skillful, was 288. They cast lots for their duties, all alike, the small as well as the great, the teacher as well as the pupil” (1 Chronicles 25:7-8).
- vii.* Bringing musicians from outside the Church to assist in the choir, will be carefully considered by the Choir Director and Committee together. Choir Trainers from other faiths will not be allowed to train the choir, just like preaching at the church pulpit is not allowed for someone of a different faith (Testimonies, vol. 9, p. 143. (1909).

8.4 Selection of Songs by Choir

God deserves nothing less than the very best we can offer Him. Excellent Church music will contain all of the qualities that make music worshipful and spiritually edifying to the singer and the audience, and without qualities that cause it to seem worldly. Care must be exercised that worldly values in music, which fail to express the high ideals of the Christian faith, be avoided when selecting songs. With an ever-growing variety of styles from which to choose, and differing perspectives on what constitutes “appropriate” music, there will be a criterion used to pick or determine what music is best for the church. Combination of most of the criteria used when selecting choir songs will result in suitable music for church.

- i.* Songs for singing by big or small choirs, groups and ensembles in the church worship services will include those choices from various Church Hymn books, published copyright music, accredited music, own arrangement, adaptations, own compositions of different types and others.
- ii.* When using other sources of music other than the official SDA Hymnals to select the songs, it is important that the songs selected for the church choir are those from past and present best composers, which contain lyrics that are of sound doctrine, and not contradicting bible teachings in any way. In the past, many songs have been sung in churches innocently yet they have contextual meanings which contradict sections of the Bible.

- iii.* When a song so selected is not found in the Hymn books, the copyright owner is not a choir member, or the church or trainer did not buy it, it is prudent to check with the owner of the copyright in order to avoid legal cases in courts of law for contravening copyright law. The copyright of a song is owned by the person who composed and/or published it. All Music Leaders are required to familiarize themselves with the copyright law in the land in regard to music.
- iv.* Musicians in church are to select songs taking into account, Spiritual, Musical, Social and Cultural Considerations. To be able to make good choices, and write compositions of doctrinally sound lyrics, the music leader must have a thorough knowledge of church fundamental beliefs and other Christian teachings. Maintaining a close relationship with God is a duty for any person seeking discernment in music.
- v.* The Church Choir will select songs and pieces which are of mixed musical requirements. In their repertoire, there should be a mix of songs which range from simple, middle to advance in their musical content and requirements.
- vi.* Music that is to be used in the service has to agree with the main theme of the worship service of the day and to the spirit of the sermon subject. The theme of the songs should draw people to the same truth as the sermon and the rest of the service. The minister of the day and the Choir Director (also Worship Music Leader) are the ones responsible for the congruity of the service and therefore, both should always liaise in selecting the hymns for the day.
- vii.* Songs selected for choirs should have a balance of songs which are vertical/upward and horizontal /across. Words of vertical songs are directed and communicate to God upward, while words of horizontal songs are directed and communicate to people. This way God will be glorified and also the body of Christ will be edified.
- viii.* Vocal Music selected for church will have a text that is Scriptural (Colossians 3:16). The message will be true to the word of God, doctrinally correct and not contradicting bible teachings in any way. Songs suitable for church will contain words that are full of beauty, dignity, reverence and simplicity (Isaiah 6:3-4). Good lyrics are creative, inspiring, and rich in content. The lyrics should uphold and positively stimulate intellectual abilities as well as our emotions and our will power. They focus on the positive, and reflect moral values (Review and Herald. June 6, 1912).
- ix.* The chosen music will draw from quality melodies with good melodic progression which create a worshipful environment. If harmonized, it uses harmonies in an interesting and artistic way to support the message and spirit of the song.
- x.* Music selected for church will be well-balanced musically, avoiding extremes in sound levels, dissonance or discord (combinations of musical notes or voices that sound harsh together), tempo monotony, and adversely repetitiveness (Matthew 6:7), it should not trigger undesirable physical effects. The best music will be free from hypnotic, aggressive and rebellious style. Music that is out of the balance is not good for our Mind, Spirit and Body.

Songs for main church choir will have a proper balance between the following elements of music:

- i.* Balance between Melody, rhythm which is not dominant, harmony and musical expressions (variations of tempo, dynamics, and phrasing used to add emotional or spiritual meaning to music). Music that places an undue emphasis upon the rhythm and manipulates the evil emotions, is ungodly.
- ii.* Balance between the music and the lyrics - The music must be compatible, match and enhance the words and ideas. The words and music need to be complementary to each other, and the words should agree without contradicting each other so as to influence thinking and behavior in harmony with biblical values.

- iii.* Balance between its appeal to the intellect, emotions, and spiritual elements in a positive way. (Review and Herald, November 14, 1899).
- iv.* Considering the occasion, type of service, purpose of the meeting, or church activity, it will help in selecting of appropriate and suitable music for the occasion, audience intended and purpose. Ellen G White advised that “Those who make singing a part of divine worship should select hymns with music appropriate to the occasion, not funeral notes, but cheerful, yet solemn melodies.” (Signs of the Times, June 22, 1882. Evangelism, p. 507-8).
- v.* “Great care should be exercised in the choice of music. Any melody partaking of the nature of jazz, rock, or related hybrid form, or any language expressing foolish or trivial sentiments will be shunned. Let us use only good music in the home, in the social gathering, in the school, and in the church” (Seventh-Day Adventist Church Manual 2015). Music which tends to imitate the effects of godless rock music and the likes, is not good for church. Music Leader should make efforts to familiarize themselves with these styles in order to avoid them when selecting songs for church use.
- vi.* In selection of songs for choirs and singing groups, we need to promote fresh thinking, vibrant experience of, and deepened faith and hope in God. Music should show newness and creativity and engender the sense of awe and wonder that God deserves.
- vii.* Church music will be free from excessive syncopation. That is, the beats in the Time signature (meter) which are weak or light should not be actuated. The music itself accentuates natural strong beats in the Time signature, that is, Rhythm emphasis on the down beat, or as guided by the best musical interpretation.
- viii.* Church music will incorporate diversity in culture. It will allow some good local indigenous forms of music into worship, but their characteristics must adhere to other given church music standards. Choice of music from our various ethnic sources should be spiritually uplifting and religiously valid in the different cultural and ethnic groups. Musical aspects in the ethnic songs which are unchristian, should be removed from the songs or modified by re-arranging the music. No one ethnic group's songs will be allowed to dominate the choir repertoire.
- ix.* An ideal music for the church choir will effectively carry a divinely inspired message of God to the Christian.

8.5 Choirs' Own Compositions and Arrangements

Composing a song is the process of making, or forming a piece of music by combining the parts, or elements of music. It is the process of creating or writing a new piece of music. It can also refer to an original piece of music, either a song or an instrumental music piece. It is thus an art of putting new words together to make a poem and form a tune after which the tune and structure of the song are developed and harmonized. In arrangement of songs, the same process is used. The only difference is that this time there is an existing lyric with tune which is to be developed or improved to make it better.

In the church, these types of songs are sung by church choirs, singing groups and Solo musicians. Occasionally, new believers spontaneously burst into these songs to express their joy of salvation within. The church today is mostly consuming choirs' music which is poorly composed because church musicians have no information of what is expected of them when composing or arranging church music. A good Original Composition or arrangement for church choir will have the following aspects of music:

- Reflect originality in both melody and rhythm in an interesting, catchy and captivating way. It must be able to carry and deliver that message therein home.
- If the song is harmonized, it should be done using appropriate music Chords at various points of phrases and cadences so as to express the words well.

- The structure of the song should be arranged, developed graciously to the pick of the song in order to bring out the central them of the song and ended well.
- Should have suitable of Text and Language. The melody should not be overloaded with text such that you have to sing many words in a short phrase. The text will contain biblically sound message which does not contradict church beliefs and teachings.
- In composing, the musician should have a good biblical knowledge and be a good communicator of word of God.
- In arrangements of Music it must match and enhance the words and ideas in the song. The music setting will have the ability to support the corresponding biblical text or teaching of the church and to convey its meaning. Before you start to arrange, contact the copyright owners for permission to arrange their music, or they can sue you for contravening copyright law.
- The way it is presented - whether the spirit of the work is revealed, the proper atmosphere caught.

In some instances, some Choir Directors have taken someone's written, or recorded work and called it their Own Composition. This contravenes copyright law and this must be avoided. Detailed processes and procedures of how to compose a song or arrange an existing one are found in music composing tools manuals. The church may consider developing a manual for use by church musicians.

8.6 How to Sing Special Items

- i.* Choir Directors and singing Groups leaders will ensure that music presented in church, or recorded in storage devises by various church choirs and Singing Groups, has been rehearsed well to meet combination of most of the below requirements. Invited Choirs and groups will also be required to adhere to the same requirements.
- ii.* Special music, which is sometimes called a special item, from various choirs – big and small, Solos, duets, trios, quartets and other ensembles will bless the congregation. This singing is neither an entertainment nor a time filler as we wait for an important program to start. It is important that we make time for the special items as free of distractions as possible so as to focus the audience's attention on the Lord and on the state of their own hearts.
- iii.* In 1Corinthians14:40, Scriptures admonish us to “do everything decently and in order,” which means that whatever is disorderly, or connotes an element of chaos in corporate worship is inappropriate. God is not a God of confusion (v. 33), nor should the visitors be given an impression that the church is lacking in sound judgment of what is right.
- iv.* Presenting a song by choirs in church is to be a sacrifice(offering) offered to God totally, without strings attached, as at the altar, so that God can use the offering in his own way in the congregation. The true measure of our sacrifice of praise is the sincerity with which we offer our best adoration to our God. Let us ensure that we “offer up a sacrifice of praise to God, that is, the fruit of lips that give thanks to His name... for with such sacrifices God is pleased” (Heb. 13:15-16). God will accept musical offering from a refined heart. Malachi 3:3 says, “He will purify the Levites (singers in the sanctuary were also Levites) refining them like gold or silver, so that they may once again offer acceptable sacrifice to the Lord”.
- v.* A good music presentation will reveal the spirit of the music work, catch the proper atmosphere, the picks in a song are well arranged to bring out the central them of the song.
- vi.* Music for worship service should never be shoddy in any way. It must be the best possible music our skills can afford to give to our Lord. Carelessly done songs the service may not be meaningful for the purpose of offering to God, and is like offering to God a disabled, leaping or a blind sheep.
- vii.* Sing spiritually. When you sing, have a spiritual eye to God in every word you sing. The singer should know the meaning of what they sing and reflect on it while singing. If someone is drowned in the music

only, his heart is likely to be carried away with the good musical sound and forget the meaning of the text. When someone draws attention to himself, and not God, he becomes a performer. Such singing could arouse improper emotions that could overcome one's spiritual attention. That is what distinguishes singing in church from singing elsewhere out here.

- viii. "Singing, as a part of church service, is as much an act of worship as is prayer. The heart must feel the spirit of the song to give it the right expression" (Patriarchs and Prophets, p. 591). Singing should be done not only with gladness, but also with the whole heart. "I will give thanks to the Lord with my whole heart" (Psalms 9:1).
- ix. Without divine love and grace in the heart, singing becomes as a sounding brass and a tinkling cymbal (1 Corinthians 13:1). The person who has experienced the transforming power of God's grace (Ephesians 4:24), can testify that the Lord has "put a new song in my mouth, a song of praise to our God" (Psalms 40:3). The music of an unconverted, rebellious heart is to God an irritating noise. Because of their disobedience, God says to the children of Israel, "Take away from me the noise of your song" (Amos 5:23, 6:5, Ecclesiastes 7:5)
- x. Sing with the spirit, also sing with the understanding (1 Corinthians 14:15, Review and Herald, Sept. 27, 1892). (1 Corinthians 14:15)
- xi. Choirs should sing as nearly as possible to the harmony of heavenly choirs. Revelation 5:9-14 tells us that angels sang as they worshiped. Ellen G White said "Music forms a part of God's worship in the courts above. We should endeavour in our songs of praise to approach as nearly as possible to the harmony of the heavenly choirs (Signs of the Times, June 22, 1882.).
- xii. The voice can and should be modulated, softened, and subdued Evangelism, p. 507-8). "Right is always more pleasing to Him than wrong. And the nearer the people of God can approach to correct, harmonious singing, the more He is glorified, the church benefited, and unbelievers favorably affected" (Ellen G White, Testimonies Vol. 1, p. 146., 1857).
- xiii. "He who has bestowed upon us all the gifts that enable us to be workers together with God, expects His servants to cultivate their voices, so that they can speak and sing in a way that all can understand. It is not loud singing that is needed, but clear intonation, correct pronunciation, and distinct utterance. Let all take time to cultivate the voice, so that God's praise can be sung in clear, soft tones, not with harshness and shrillness that offend the ear. The ability to sing is the gift of God; let it be used to His glory". —*Testimonies*, Vol. 9, pp. 143, 144. (1909)
- xiv. "Music should have beauty, pathos, and power..." (297 Testimonies for the Church)
- xv. 4:71). There is a great pathos and music in the human voice, and if the learner will make determined efforts, he will acquire habits of talking and singing that will be to him a power to win souls to Christ. — *Manuscript 22*, 1886. (Evangelism, p. 504)
- xvi. "The long-drawn-out notes and the peculiar sounds common in operatic singing are not pleasing to the angels. They delight to hear the simple songs of praise sung in a natural tone. The songs in which every word is uttered clearly, in a musical tone, are the songs that they join us in singing. They take up the refrain that is sung from the heart with the spirit and the understanding (Ellen G White, Manuscript 91, 1903., Evangelism, p. 510).
- xvii. "Forced or strained vocal deliveries that emphasize loudness, along with undignified, unrefined gestures and "acting attitudes," are out of keeping with the worship atmosphere of Heaven. The "softer," "finer," "sweeter," "more silvery strains" are "more like angel music," whereas opposite attributes tend to be driven by self-centered "love of praise." (3 Selected Messages, p. 335).
- xviii. Shun theatricality and prideful display (Evangelism, page 137; Review & Herald, November 30, 1900). Musical items will be presented with decorum that is tasteful and honouring to our Lord (Testimonies, vol. 9, p. 143. (1909) (This day with God p. 359) (3Selected Messages 333.2,3).

- xix. Music will give precedence to the message of the text which should not be overpowered by accompanying musical elements (Gospel Workers, pages 357, 358). Amplification of musical instruments and vocal should be controlled in such a way that it does not hurt the ear, or is within the allowed decibels in the noise sound levels, Occupational Health and Safety rules.
- xx. A Song which is not in English or Kiswahili language will require a summary of its meaning to be given to the congregation by one person before the presenting starts.
- xxi. Pre-recorded music soundtracks in CDs, Flash discs or other devices will not be used without prior approval by the Music Director or Church Elder. If a pre-recorded soundtrack for instrumentation must be used, it must be well played, reviewed and approved at least 2 weeks in advance. This will serve as a safeguard for improper music being brought to church through the back door.

9. Worship Music Administration

9.1 General Administration

- The Worship Music team will be composed of the Worship Music Leader, Deputy and church Choristers.
- The team may appoint other officials like secretary/Treasurer from among the choristers for effective coordination and administration of the worship music activities.
- The team may constitute a Worship Music Committee for administrative purposes and the Music director and elder in charge of Music will be ex-officials.

9.2 Selecting Congregational Songs

- a) Ideal worship service through singing will be uplifting, full of vibrant and authentic emotional expressions of heartfelt praise of God, including joy, gratitude and hope because worship involves a celebration of God, and grief and contrition because worship also involves an acknowledgment of God's righteousness and our sinfulness.
- b) The Church singing services will seek, above all, to lead hearts to exalt and exult in God. For this reason, we will be creative in the design of singing services and selection of songs in order to achieve a wholesome experience before God through singing.
- c) Not every song is suitable for every Church service. There will be careful planning and selection of every musical element of the service so that the congregation is led to participate meaningfully. The songs selected for both singing service and Divine service should reflect the general character of the service and help establish the proper spirit of the service. The choice of song to sing will be determined by type of the meeting and / or occasions and the sermon.
- d) The hymns from the official SDA hymnal are the basic music for church worship services and are standard for congregational singing. This is because their text and music has carefully been considered by the world church beforehand. If musical selections other than from the church hymn books are used, they should have:
 - i. Strong, singable melodies.
 - ii. Words of sound theology capable of effective communication and the music should be compatible.
 - iii. Be easy to follow and can be sung by untrained singers, the congregation.
 - iv. Styles and rhythm which are acceptable for church worship services.
 - v. Encourage the congregation to be a part of the singing.

- e) When planning a song's services, occasional considerations may be made if to include participation of those groups and individuals in the church who offer their musical gifts to praise of God. It would include:
- i.* Vocal or instrumental solo musician and small group ensembles,
 - ii.* Family members who wish to present,
 - iii.* School students within your church.
 - iv.* Persons who are gifted, but whose availability cannot be on a frequent basis
 - v.* Church singing group.
 - vi.* Local Christian Composers from other SDA churches.
 - vii.* Various choirs in the church or even
 - viii.* Children's choir
- f) Due to limited time to accommodate all groups ready to present, the Music Council may regularly organize a singing service, may be on a Sabbath afternoon, or other available time when all groups can be accommodated in the singing programme.
- g) Songs selected for a worship service should have a balance of songs which are vertical / upward and horizontal / across. Words of vertical songs are directed and communicate to God upward, while words of horizontal songs are directed and communicate to people.
- h) Sometimes the music leader allows the congregation to select their favorite hymns or praise songs. Music used in church worship services on Sabbath morning will be selected by the responsible persons for that because there are many factors to be kept in mind during the selection. Wise selection of music involves careful consideration of both the text and the music in order to align them with the topic of the sermon and theme of the day. Music leader may allow the congregation to select their favorite choices during other singing sessions which are not Devine service on Sabbath day morning.
- i) "Those who make singing a part of divine worship should select hymns with music appropriate to the occasion, not funeral notes, but cheerful, yet solemn melodies (Signs of the Times, June 22, 1882. Evangelism, p. 507-8). The Minister of the day will work closely with the Song Leader in selecting songs to be sung in the divine service.
- j) The Congregational Song Leader will prepare a list of songs (with details of how the songs will be sung) to be sung on a Sabbath day singing service by considering the theme of the service and ensure that the songs follow systematically like a good sermon to achieve the aim of the singing session. The list will be filed for reference when preparing the next list in order to avoid frequent repetitions which bring boredom to the congregation.

9.3 Congregational Singing

- i.* There shall be a session of praise and worship singing during worship gatherings in church. Congregational singing is the one opportunity the members of the church have to actively participate in the worship service program where all members attending the church service are required to participate in worship in music together. (Psalms 111:1 Psalm 149:1, Psalms 100, 105:1-2 Psalms 150:6.). It allows them the privilege of offering corporate praises sung to the Lord, for the edification, worship, teaching and admonishing all in attendance. The entire congregation will be involved in singing, listening and learning. "The singing should not be done by only a few. All present should be encouraged to join in the song service." (Evangelism p. 507). There will be no other activity(s) or meeting(s) going on within church premises during the singing service so that all can participate in the singing. This singing session of church assembly is not a time-wasting activity for filling time interlude

- with a routine singing while expecting the preacher of the day to show up, or people to arrive, but an integral part of the Divine Service where all participate.
- ii.* Church worship service planners will allocate a continuance and uninterrupted time for congregational singing service on a Sabbath day worship services in church. Interruptions by slotting in some urgent announcements, then singing is allowed to proceed, will be avoided because singing is like a prayer which cannot be interrupted. The minimum time allocated on a Sabbath day divine service for congregational singing will not be below 35 minutes (this is about 8 songs. Each song takes about 4 minutes).
 - iii.* “In the meetings held, let a number be chosen to take part in the song service. And let the singing be accompanied with musical instruments skillfully handled. We are not to oppose the use of instrumental music in our work. This part of the service is to be carefully conducted; for it is the praise of God in song. The singing is not always to be done by a few. As often as possible, let the entire congregation join” (Testimonies for the Church 9:143, 144, Evangelism p 506).
 - iv.* Congregational singing will be headed by a Worship Music Leader (or assistants) appointed by the Church Nominating Committee as provided for in the current Church Manual, or volunteer leaders chosen by Worship Leader. A team of Instrumentalists headed by the Lead Instrumentalist are responsible for accompanying congregational singing.
 - v.* Song Leader(s) must be able to sing hymns well, correctly and be able to lead the congregation with a good singing voice and convey well the right speed of the song with the hands gestures according to the Time signature shown on the hymn book.
 - vi.* Worshipers in the singing service must be led in singing so that the singing is coordinated, otherwise everyone will end up singing their own way as they like. Strong leadership in singing is necessary to coordinate all the voices to sing together as one, without which some will prolong, or shorten some music note unnecessarily, they will sing in different keys, while others will start a stanza earlier or later after others, which will cause confusion in the church.
 - vii.* The congregational singing will be led by one or two Song Leaders - one being the lead melody voice (dominant) and the other offering a backup. When more than two leaders are desired, like when four are leading, only one will lead and the other three will give a backup in melody. If harmony parts (alto, tenor and bass) are sung, it must be accurate according to the music notes and will be kept low than the melody so that it will not cause part of the congregation to stop singing as they start listening to the performance by the song leaders.
 - viii.* Song Leadership is a position of influence which the congregation takes as an example, a role model to emulate and to learn from. In this regard, Song leader(s) will strictly conduct themselves as Christian in their manner of dressing and decency, and in accordance with church’s accepted standards of behaviour, both when in church and in their private life.
 - ix.* Those leading in Songs must maintain a modest appearance, dress and hair style that does not distract or divert attention of worshipers from offering their worship to God, also avoid temptations of improper thoughts to “weaker brothers and sisters in church.” Special Gowns may be used to serve this purpose.
 - x.* The use of instruments, choral singing, congregational singing or instrumental descants and Pianoforte and organ free harmonization, all need to be prepared well in advance before the actual worship service. When and where these are used will be determined by what you believe should be the emotions to be experienced by the worshipers at a particular point in the service.
 - xi.* Hymns will not be routinely shortened by singing just the first or two verses. Singing all the verses printed in the music is encouraged because the full meaning of the song is realized at the end of the song.

- xii.* When bringing in outside Song leaders to participate in leading song service, reasonable effort by the Music Director and Worship Music Leader to determine their spiritual standing.
- xiii.* A special training to all Song Leaders at the beginning of each term of service will be arranged by Worship Music Leader and Music Director to train them on what is expected of them. This will be followed by refreshers and continuance improvement quarterly. Every week there will be rehearsals for songs selected for the next Sabbath singing, which will reinforce the training.
- xiv.* Standard Operating Procedures on how to lead a song service and interpretation of different types of songs, teaching new songs, will be contained in a Congregational Singing Guide which will be developed by the Church Music Council.
- xv.* Worship Music Leader will develop a detailed list of Responsibilities and issue to each Song Leader.

9. Singing Groups within Church

9.1 General administration

A church where people have received salvation of Jesus Christ in their hearts, and are willing to use their gifts to serve God, must have members who are gifted in music and will want to sing in small groups. Group gifting and skills in singing are to be received with gratitude. “There are those who have a special gift of song, and there are times when a special message is borne by one singing alone or by several uniting in song. But the singing is seldom to be done by a few. The ability to sing is a talent of influence, which God desires all to cultivate and use to His name’s glory”. —Testimonies for the Church 7:115, 116.

Music Department will encourage those who feel led to start musical bands, Orchestras, Ensembles, Singing Groups, Quartets, Trios or Duets for learning how to praise God effectively, through singing and bless the church within and outside. However, for such a group to be recognized by the church, it must abide by these music policy.

The Music Director will encourage formation of Singing Groups within the Church membership only, as defined by Current SDA Church manual.

9.2 Principles for Singing Groups

The following are sets of principles that will govern all singing groups:

- Because of administrative reasons, Singing Groups with mixed Newlife church Members and other SDA church members will not be allowed to operate in SDA Church, Newlife until they observe laid down requirements provided here after.
- The Group formed with mixed members from Newlife Church and other SDA churches members will be allowed to operate:
 - If majority of group members are from Newlife Church
 - If the non Newlife church members willingly sign to abide with the Standards of conduct herein this policy and register as Sabbath School members in Newlife church,
 - If the non Newlife members have already requested through Church Clerk, transfer of his/her church membership to SDA Newlife church
 - If the non Newlife members give information of their church membership and gives their permission to Music Director and Church Elder to do membership background check on them in the spirit of invited guest for service and service call principle. They should also willingly sign a commitment to adhere to standards of conduct herein this policy.

- Church Music Council through Music Director will request and receive a list of all Singing Groups members for registration of the Group and for administrative reasons. Groups failing to submit list of its members will be treated as non-existent and will not be allowed to operate in Newlife church.
- Church Music Council through Music Director will request and receive a group's current Rules and Regulations.
- The Group must not organize programmes, events or attend events outside the Newlife church that will conflict with or weaken the programs of Newlife church.
- The Singing Group Leader will present the group interests to the Church Board through church Music Director.
- Singing Group Leader must inform the Music Director and Head Church Elder of their intended visit to other places of ministry and church services on invitation, one week beforehand so as not to conflict with other church programmes. Should there be a reason given why the group should not attend the visitation intended, they should accept.
- The Singing Group must understand that the church will only work with Singing Group (s) which respect church authority.
- Any singing group which charges fees a church congregation for the singing services offered will be cautioned and if they persist, be deregistered.
- No Singing Group should recruit all of its majority of its members from the Worship Church Choir. This will check previously experienced sabotage in Worship Church Choir programs by pulling out or going for other group programs leaving no choir in place.

10. Solo Musicians

- a) Department will encourage those who feel led to start singing as individuals to bless the church within and outside with the singing. However, for such members to be recognized by the church, they must be abiding by these music policies.
- b) The Church will encourage music presentations of both vocal and instrumental Solo musicians of the Church membership only. Time for presentation will be arranged by the Music Director depending on time availability.
- c) Solo musician must be a church members with regular standing as per the requirements of the current SDA Church Manual.
- d) Solo musicians from other churches may be allowed to present during worship services upon approval by Music Director and after consultations with Head Church Elder.
- e) Any Solo Musician who charges fees a church congregation for the singing services offered, or promotes their music commercially when at the pulpit, will be cautioned and if they persist be dropped from music ministry.

12. The Use of Musical Instruments

12.1 General Administration

“Praise the Lord with harp: sing unto him with the psaltery [and] an instrument of ten strings. Sing unto him a new song; play skillfully with a loud noise” (Psalm 33.2, 3). “The use of musical instruments is not at all objectionable. These were used in religious services in ancient times. The worshipers praised God upon the harp and cymbal, and music should have its place in our services. It will add to the interest.” (Evangelism Pg. 500-501).

- a) Temple musicians played or used specific music instruments during worship service. Among the prominent musical instruments mentioned in the Bible are - harp, lyre, cymbal, trumpet, ram's horn (shofar) and hand drum (tambourine, timbrel or tabret) played skillfully (2 Chronicles 5:12-14 2 Samuel 6:5; 1 Chronicles 15:16; 25:6; 2 Chronicles 7:6; 29:25-28; Nehemiah 12:27; Revelation 5:8-10; 14:2-3)
- b) Our choice and use of certain music instruments should be considered carefully. Certain instruments are so closely associated with particular unchristian cultural or lifestyle traditions that their use in the church service inhibits the experience of worship for some people. Although traditional instruments are good, sensitivity to the congregation's feelings on a particular instrument is important (Romans 12:10).
- c) Various Instruments will be used in church including Pianoforte, organ, Brass instruments, flutes, wind instruments, percussions, and stringed instruments etc. played by talented musicians (Psalms 150).
- d) The Church would prefer that any instrumentation, other than the instruments currently used in church, be approved by the Music Director or Church Elder beforehand.
- e) The church highly recommend that we do not use pre-recorded music in live performance unless it is very necessary. If performance soundtracks must be used, they should avoid the use of styles and instruments forbidden herein. The soundtrack CD or device will be submitted for approval by the Church Music Director or Church Elder one week prior to the proposed date of use, to determine their suitability to be played in church.
- f) In amplification, great care should be exercised to avoid excessive instruments amplification. When amplifying instruments, their volume must be lower than the voice, or if played alone, the volume should be within the allowed volume in the measure of noise (decibels). Care should be exercised in the selection of instruments for amplification.
- g) Rhythms of Jazz, pop, Rock, and Blues which are all interrelated and the similar forms are forbidden in Seventh-Day Adventists Church Manual. Their source, origin and effects on human morals and behaviour are unchristian. They all have a strong effect on the flesh because they are designed to create sexual tension. They have a tendency to break down moral restraints, they mesmerize the mind and excite the flesh.

12.2 Church Instrumentalists

The Church congregational singing will be accompanied by various instruments played skillfully to support congregational singing in the worship services.

- a) Church Instrumentalists (Pianist, Organist and other instruments players) will be headed by a Lead Instrumentalist appointed by the Church Nominating Committee as provided for in the SDA Church Manual.
- b) Church Music Council will nominate other volunteer instrumentalists to assist the Lead Instrumentalist in playing instruments and accompany music, both congregational singing and church choirs in church during Sabbath worship services and other church services and meetings. The instrumentalists must be able to read music and to play voice parts on the staff notation (2 Chronicles 34:12). He/she should be familiar with the SDA Hymnal songs, and of at least Grade 5 and above for Pianists, and Grade 3 and above for other instrumentalists, in the ABRSM examination, UK, or other equivalent qualification.
- c) The nominated instrumentalists will be presented to the Church Board for approval. The Board reserves the right of declining to approve some or all nominated names if they fail to meet church standards. The number of instrumentalists nominated will vary depending on the church needs, size and availability of able persons.
- d) The instrumentalist will accompany various types of church music including congregational hymns, choir pieces, solos, and responses etc. It is the player's responsibility to know what kind of

accompaniment should be used for various types of music -1. the support type, which is for congregational singing and 2. the adornment type which is embellishing the music by improvising etc.

- e) The instrumentalist(s) responsible for accompanying congregational singing to support it, has a responsibility to play well in all his contributions, be they preludes or postludes, doxologies, offertories and other voluntaries, or accompaniment of congregational songs. Instrumental music should harmonize with the ideals of the worship service and be chosen carefully from the best materials.
- f) There is adornment type of playing instruments. These are musical decorations, ornamentals, fill-ups, chords, trills etc. which are played at the discretion of, and with the amount of skills the accompanist(s) is blessed with to embellish music by improvising to give music more interest and variation to standard accompaniment. In playing all these, let the instrumentation be more supportive to the vocal singing, or it can lead to disaster. Ensure that an African tune is accompanied with African instruments and in an Africa way. These will blend well with the tune and retain music authenticity which contributes to music appreciation.
- g) The instrumentalist will be available to accompany Choirs and Groups vocal presentations. With proper rehearsal time, they will be given the opportunity to accompany the choirs and vocal presentations during worship service. Instrumentalists will work closely with Church Choirs during their rehearsals to agree on the best accompaniments.
- h) When a song that is being presented is accompanied, let the vocal singing dominate the accompaniment. Accompaniment should strictly be played skillfully at the background to support the singing while avoiding heavy drums, which cause feelings of entertainment to people. Also cause pain to the audience ears, headaches and irritate people. The volume of the instruments will be regulated to keep it below the vocal singing unless a section of the song is supposed to be played by instruments alone, only when the volume can be above and then is lowered when vocals enter. (Gospel Workers, pp. 357-358).

13. Invited Choirs

13.1 General Administration

External Choirs invited in Newlife church are a blessing to the church by their music ministry. Equally, they can also bring in with them a problem to the church by way of un-recommended type and style of music which may be copied by our church choirs and groups, and erase the gains the church has made in church music. Occasionally, it becomes necessary to invite large and small choirs, or even Solo Musicians from other SDA Churches to minister in Newlife Church during:

- i.* Camp Meetings
- ii.* Evangelistic Meetings
- iii.* Music Sabbaths
- iv.* Music Extravaganza and Concerts
- v.* Departmental Sabbaths
- vi.* Special Occasions and events, etc

The following considerations will be made when deciding which Choir or Singing group and Solo Musician to invite:

- i.* The choir's Music Philosophy is similar to the provisions in this Policy
- ii.* For departmental Sabbaths, a maximum of 1-2 choirs per Sabbath
- iii.* Considerations of the Choir's songs selections is similar to the one contained in this Policy

- iv.* The style, type and manner of instrumentation and accompaniment meets the recommendations in this Policy
- v.* Their quality of Composition is similar or close to the one provided for in this Policy
- vi.* Their Dress Code and appearance on stage is similar or close to the one described in this Policy.
- vii.* Their music production and renditions are of a superior quality as described in this Policy.
- viii.* The number of Choir Members should not exceed 42, enough for the pulpit space for the purposes of live recording.
- ix.* Only singing Groups and Solo Musicians which are recognized and registered as singing Group or Solo Musician in their local churches will be invited
- x.* Only Church Choirs and Youth Choirs can be invited for Church Camp meetings and as decided by the Church board from time to time

Church Music Director and Choir Director will sample the Singing Group or Solo Musician recorded music on CDs, DVDs, YouTube, mp3 or other devices, or visit the choir beforehand to confirm fulfillment of the above criteria.

14. Dress and Make Up Code for Singers

14.1 General Administration

Dress is the covering of the body nakedness with proper and becoming clothing befitting church worship service. Dress and appearance are an important index of Christian character. It is a powerful non-verbal communication. God tells us to remove all outward appearance when we come before Him (Gen 35:1-4, 1Peter 3:15). Those who sing in the church choirs and Singing groups or solo musicians and those leading in congregational singing will be careful with how they dress. The following guides shall be applied:

- a) Musicians are expected to live a lifestyle that is above reproach, avoiding even the appearance of evil (1 Timothy 3). Being a singer who is at the forefront adds an extra responsibility because people see you as an example of what a Christian should be like. Therefore, it is important that we consider the way we dress.
- b) The unity in dress is important in looking modest and organized. While the manner of dress may vary with one setting to another, immodest dress in music department is never acceptable. Our purpose is to help people to focus on God, provide music to the audience, and not to provide a fashion show. Any manner of dress that calls for attention to an individual, or capable of drawing impure attention to one's body, will distract people from worshipping. Toward this goal, dress is important to decrease the likelihood of distraction.
- c) Therefore, those who participate in music from the upfront on any worship service must meet the following minimum standards.
 - Clothing must be modest in appearance (1 Timothy 2:9).
 - Dress style must befit godliness and humility (1 Timothy 2:10, 1 Peter 3:3-4, 1 Corinthians 11:10).
 - Dress with multiple colours and fancy styles of clothing will call for a high distraction level from the music to the appearance of the choir (Exodus 28:2, 42-43, Exodus 20:26, 2 Chronicles 5:12-13).
- d) Appearance should be reflective of the reverence due to God and thus modest, neat, clean orderly, healthful, well groomed, appropriate and never sloppy, disheveled, or unkempt.
- e) The preferred hair style will be the one that is simple, modest, cheapest especially for all ladies to make, neat, appropriate and presentable. Competition between ladies on the latest or popular hair style will not be allowed.

- f) Men's hair should be kept short and beards clean shaved or trimmed and neat (Psalms 133:1-3, John 6:44)

14.2 Recommended Modest Dress and Adornment Code for Ladies.

- i.* No extended or braided hair
- ii.* No overly tight clothing and short skirts or short dresses below knees
- iii.* No sleeveless tops (without a covering)
- iv.* No revealing clothing (i.e., see-thru material without an undershirt)
- v.* Proper footwear, polished shoes or dress running shoes
- vi.* No jewelry or anything that might be a distraction to the audience from the singing to the singer
- vii.* No extended human hair or any type of hair. No colouring of hair, brown, red, green, yellow
- viii.* No dressing in men dresses

14.3 Recommended Modest dress and adornment Code for Men

- i.* Nice shirt & trousers, optional jackets and sweaters
- ii.* No tight shirts and trousers
- iii.* Colors: Stick to neutral tones: black & all grey tones, browns, light/dark blue, dark purple, white and off-white. No loud prints

14.4 Recommended Modest dress and adornment Code for all Choirs

- a) The best dress for Church Choirs is fine gowns / robes. Choirs may have different designs and of different colours for different or alternating worship services
- b) Beyond the general requirements, particular requirements for any specific occasion are to be determined by the Music Director or Choir Director

15. Standards of Conduct for Musicians.

15.1 General Codes of Conduct

- a) All those involved in the music ministry will have a clear testimony of salvation, commit themselves to prayer continually and humble themselves at the foot of the cross.
- b) All those involved in the music department must promise and commit themselves to adhere to all the below set of conduct. Music Director will develop a form containing the below accepted conduct for each member to sign as a commitment before joining the music ministry.
- c) The following issues should be dealt with individually so as to be free of all before any Music position is taken:
 - i.* Alcohol and drug abuse.
 - ii.* Sexual immorality, illicit sex.
 - iii.* A prideful attitude or anger/rage problems.
 - iv.* An inability to submit to leadership.
 - v.* Gossiping and stirring up strife.
 - vi.* Any form of devil worship
 - vii.* Any unbiblical lifestyle as taught by SDA church.
- d) All music department members will individually maintain a regular personal prayer and devotion for spiritual growth. Will keep Christ the centre of their home, vocation, recreation, and their fellowship inside and outside the church.
- e) A member of the Music department will understand that he/she is a part of the church body and agree to submit themselves under the leadership and authority of their leader without sabotaging them in any way, or showing rebellious behaviour.

- f) A Music department member will recognize that both him/her and their family will support and help to support the objectives and activities of the music department in everything they do.
- g) A Music department member will promise to carry themselves with dignity by dressing modestly and appropriately.
- h) A Music department member will promise to strive for excellence in everything that they will do in connection with music and in the music department as a whole.
- i) A Music department member will make every effort to be at all scheduled practices / rehearsals and worship services on time.
- j) A Music department member will be fully prepared for each service in which they are scheduled to participate.
- k) A Music department member will give ample advance notice in the event of absence so that a replacement may be contacted.
- l) A Music department Member, if asked by the leadership to excuse themselves for any reason listed above, they will do so in a spirit and manner worthy of Christ.
- m) Various music leaders are required to occasionally remind their team members to adhere to this code of conduct lest they forget.
- n) During rehearsal, meetings or any other times and at all times, Music Leaders will handle, treat, and deal with their members with respect, dignity and decorum. They will speak to them politely without demeaning any member of the music ministry.
- o) As a member of the Music department, I will commit myself to the guidelines set forth by this Policy, Pastor, Elders, Music Director and other music leaders.

15.2 Disciplinary Measures for Musicians

- a) In order to maintain discipline and encourage excellence in the music department, Disciplinary action will be taken against the offending members. There are some misconducts that will result in immediate dismissal or temporary relieve of participation in the Music ministry. These may include:
 - i.* Sexual immorality of any kind, or other forms of addiction of substances.
 - ii.* Prideful attitudes such as arrogance, haughtiness, an argumentative attitude, sarcasm, an unteachable spirit, defiance, or lack of cooperation.
 - iii.* Undermining or sabotaging, directly or indirectly, and disrespect to the music leaders and their authorities.
 - iv.* Failure to attend practice several times without legitimate reason or failure to inform the Choir Director of your absence.
 - v.* Chronic offenders of standards of conduct will face suspension or expulsion from the music ministry.
- b) The choir Committee or Music Council which handling the matter will exercise discretion on which disciplinary action to take depending with the weight of the offence, possible negative impact in music department and merit.
- c) There may be occasions or seasons when your leader may ask you to take a break for your own edification or to fulfil another need. Please honour such requests in a spirit of maturity.
- d) If you are not dressed according to the accepted dress code, you will be asked to sit out for that particular service.
- e) When a misconduct or complaint is reported from any quota of the church, or a misconduct is noted by a music department member, the person with the information is required to approach the involved person individually and talk about it in love. If the offending member does not change, take a second person with you. If they do not change, report this to a member of Choir Committee or Church Music Council for non-Choir members, then the Choir committee/Music Council will

- f) Before the disciplinary action is taken, the members will be informed and be invited to defend themselves before the Choir committee / Music Council and the resolution will be taken to the Music council for approval.
- g) If the offence committed is among the offences listed in Church Manual for Church Discipline, the matter will be referred to the church Board to handle.
- h) If the offender feels that the disciplinary action passed to them by the Choir Committee or Music Council is unfair, they are free to appeal to the Elders Council or Church Board.

16. Development of Church Musician

- a) In order to build a music ministry that is holistic and sustainable, musicians within the church congregation should be given the opportunity to exercise their gifts and develop themselves musical skills for the benefit of the church.
- b) The church will intentionally purpose to develop music gifts within the church by sponsoring some to further their gifts. Music Director and Music Council will identify church members with strategic music skill that need to be developed and then recommend them to the church board for sponsorship in training and develop them for service. Care should be exercised so that this facility is not abused.
- c) A budget should be provided to cater for the training of the identified musicians for training, especially if we desire to sustain the quality of music service in church.
- d) Music Director will enhance the technical and general musicianship of the whole music department through trainings, music workshops and seminars for the serving musicians at least once every quota. These will ensure excellence in both individual's musicians and groups.
- e) Music Director will keep and maintain an updated comprehensive Register of growing musicians within the church who are undergoing various levels of music training in different specialized areas, and who would ultimately form a pool of musicians from where the church will be picking music leaders.

17. Music for Evangelistic Meetings

The Bible instructs us to sing, not only in God's House, but also among unbelievers, in foreign countries, in time of persecution, and among the saints. "In the midst of the congregation I will praise thee" (Hebrews 2:12). The Psalmist admonishes to "Sing to the Lord a new song, his praise in the assembly of the faithful" (Ps 149:1). Paul affirms "I will praise thee among the Gentiles, and sing to thy name" (Rom 15:9). Isaiah exhorts to praise God in the islands (Is 42:11-12). While in jail, Paul and Silas were "praying and singing hymns to God" (Acts 16:25).

Music to be used for evangelism will include gospel music, witness music or testimony music. In composing, choice and presentation of these music, there should be no compromise with principle of excellence and church beliefs. The music chosen should:

- a) Be simple, easy to sing by all present, melodic and presented without emphasis on personal or theatrical display
- b) Be presented in a carefully planned, orderly manner
- c) Maintain a balanced appeal to the emotion and intellect and not just entertain the audience
- d) Be played and sung by those whose lives are consistent with the message they bear
- e) Direct the hearer to Jesus as the Way, the Truth, and the Life
- f) Be a vehicle for the deep impression of Bible truth, which will inspire a positive change in the life
- g) Be understandable and meaningful in content and style for the largest possible cross section of the audience
- h) Maintain a balanced appeal to the emotion and intellect and not just charm the senses
- i) Be understandable and meaningful in content and style for the largest possible cross section of the audience

- j) Prepare the way for the presentation of the message from God's Word, or continue its appeal, evoking a response from the hearer
- k) Give precedence to the preaching of the Word

Music Leader will compose and select Evangelism songs and choruses specifically to meet the above criteria.

18. Music in Christian Homes

- i.* Singing in the Bible is not limited to the worship experience only, but extends to the totality of one's existence. Believers who live in peace with God, have a constant song in their hearts, though the singing may not always be vocalized. This is why the Psalmist says: "I will praise the Lord all my life; I will sing praise to my God as long as I live" (Ps 146:2; 104:33). Early Christian church was home churches which were singing and worshipping in homes.
- ii.* Music education and appreciation should begin early in the life of the child through:
 - a) The introduction to great hymns and gospel songs in the informal happy experience of family worship.
 - b) The establishment of right listening habits through home audio equipment which includes carefully selected music
 - c) Attendance with the family at music concerts with standards confronting those outlined in this document.
 - d) The proper example and influence of parents
- iii.* Family singing and participation in the family music instrumental ensembles should be encouraged.
- iv.* Experiments in writing poetry and song compositions should be encouraged in Christian homes.
- v.* A home music library of wisely selected music materials should be established.
- vi.* It must be recognized that Satan is engaged in a battle for the mind and that changes may be affected imperceptibly upon the mind to alter perceptions and values for good and evil. Extreme care must therefore be exercised in the type of programming and music listened to on radio and TV, especially avoiding that which is vulgar, enticing, cheap, immoral, theatrical and identifiable with trends in the secular lifestyle.

19. Reviews and Amendments

After approval and signing of this policy as a Church Policy, the review and amendments can be done when the need arise or as per the emerging needs of the church in the following steps:

- i.* The proposal to amend from anyone of the Music Department will be submitted to the Church Music Director.
- ii.* The Music Director will table the proposed amendment to the Music Council meeting.
- iii.* Music Council will publish the proposed amendment and distribute it to the music department members and Church Notice Board for 4 weeks and request for their views
- iv.* The music council will consider and review of the proposed amendment after receiving the views.
- v.* The Music Council will recommend the amendment(s) to the Church Board.
- vi.* The Church Board will deliberate the amendment(s).
- vii.* If approved, the Church Board will table, the amendment(s) to the Church Business Committee for voting.
- viii.* If carried, the policy will be amended accordingly and the details of Business meeting be inserted in the Amendments and Review Details section of this Policy Document in the subsequent policy edition.

20. Bibliography

1. A Seventh-day Adventist Philosophy of Music – Guidelines (2004)
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4. Biblical Principles of Church Music, End Time Issues No. 39, 4 March 2000 by Samuele Bacchiocchi, Ph. D. Professor of Theology, Andrews University
5. Biblical Perspectives of Music and Worship: Implications for the Seventh-Day Adventist Church, July 2018, By Evans Amponsah-Gayn, Theological Seminary, Adventist University of Africa, Kenya
6. Msifuni Bwana Kwa Nyimbo, Ellen G White, East and Central Arica Division, 2013

21. Policy Approvals

	Details	Responsible	Signature	Date
1	Name od Document	SDA Newlife Music Policy	First Edition	
2	Prepared by	SDA Newlife Music Council		
3	Approved by	SDA Newlife Church Board		
4	Policy Administrator	SDA Newlife Music Council		
5	Effective Date			
6	Review/Amendments			

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