

R.E.A.C.H. D M
RAMA INISTRY
Renewing, Equipping, Anointing, Connecting, Healing



1 Peter 4:10-11

10As every man hath received the gift, even so minister the same one to another, as good stewards of the manifold grace of God. 11If any man speak, let him speak as the oracles of God; if any man minister, let him do it as of the ability which God giveth: that God in all things may be glorified through Jesus Christ, to whom be praise and dominion forever and ever. Amen.

OUR GOAL - Our goal is to use the Word of God through drama to reach out and touch the lives of the unsaved. We are dedicated in developing drama ministry across the city to help meet the need for drama in a church atmosphere. The purpose of R.E.A.C.H. Drama Ministry is to teach youth and adults how to portray truth and integrity on stage, through the performing arts and to carry that knowledge into the world to glorify Christ.

MISSION - **WE ARE A MINISTRY...**Our mission is to minister to people of all ages through drama by bringing the Gospel to our community, in a manner that is entertaining and delivers a message of hope. We want to present the Biblical message in a way that is fun and entertaining; however, we will not compromise Biblical Truth for the sake of comedy or entertainment. In everything we do or present...Jesus is our main goal. We have both adult and teen dramas, both with the same message.

Our Philosophies/Values

1. Involvement in R.E.A.CH. *Drama* Ministry demands that your life is worthy of imitation offstage.

As we are often seen onstage, we are to reflect Christ-likeness offstage. People will naturally look up to you when you are up on stage. You *will* be seen by people. This does not stop happening when you are offstage. Therefore, we must be positive examples to those around us.

2. Being part of the *Drama* Ministry means that you are committed to attend the meetings on time.

In order for us to achieve our purpose, we must regularly meet together. Our meetings will be for planning, accountability, and fun. We are to be respectful and show up on time. Unexcused lateness to a meeting is considered rude and disrespectful. Lack of attendance and punctuality will adversely affect one's involvement in the team. You will get as much out of it as you put in.

3. Respect and Christ-like love is a *must* among the members of the *Drama* Ministry.

We will be working closely together and sharing ideas. We want to provide a safe place for people to openly share ideas and have a good time with each other. So we must respect each other's personality and ideas. We are not to put each other down but be intentional in building each other up.

4. As you serve, being flexible and teachable is necessary for the R.E.A.C.H. *Drama* ministry to progress.

We need to have flexibility to serve in whatever capacity we are needed within the *Drama* ministry. It is about allowing God to use your gifts, talents, and abilities to serve Him and His people in any way. Be prepared for change, whether it be in your role, drama character, R.E.A.C.H. *Drama* organization, etc.

5. Being a part of the *Drama* ministry demands your excellence.

We need to strive for excellence as we share our God-given gifts and talents through a drama team: actors, actresses, stage crew, administration etc.

6. Appearance

Your appearance reflects not only you as an individual, but the church as well. We expect everyone to take pride in their appearance and to strive to have a positive image when representing the church and the Lord. We ask that clothing be modest, clean, and appropriate. We should never dress in a manner to draw attention to ourselves, or that may cause a brother or sister in Christ to stumble in their Christian walk.

DRAMA MINISTRY ROLES /REQUIREMENTS

Team Member:

The team member is an active participant of R.E.A.C.H. Drama Ministry. He/She attends meetings and is willing to serve in whatever capacity within R.E.A.C.H. Drama Ministry. A team member can serve as an actor/actress, writer, tech person, secretary, historian or any drama ministry related role.

A Servant's Attitude:

- The spiritual parallel is obvious: Unless we as believers unite, we cannot serve the Lord as a team. Any Drama Ministry, be it for the young or not-so-young, must function as a team.
- Attend meetings every other month as scheduled and arrive on time. If for whatever reason I cannot attend I will call the Director immediately.
- Support the ministry regardless of being in a production or not. I will still attend the rehearsals and help out in any way I can, unless the Director says I don't need to be there.
- Respect fellow ministry members and reflect Christ-like love to each other. I will be intentional in giving them encouragement and not put them down in any way.
- Serve in whatever capacity within the ministry. This ministry is not merely about doing skits/plays, but about allowing God to use my gifts, talents and abilities to serve Him in any way.
- Good attitude and enthusiasm that's contagious.
- Committed to God and ministry
- Family atmosphere: It is our desire to foster a family and team atmosphere, developing a community that will not only nurture the talent of each individual, but will encourage growth and acceptance of each member.

Spiritual Life:

- Confessed believer
- Baptized
- Live a life worthy of imitation offstage. As I am seen onstage, I will continue to be a good Christ-like example offstage
- Each team member's spiritual life affects the entire team. We strongly encourage each member to attend Sunday morning service on a regular basis, as well as Sunday school, or other bible-based teaching classes. We also believe that a life grounded in daily prayer is essential to each other.

DRAMA MINISTRY FINANCIAL SUPPORT

- Every other month dues is \$5.00 or \$30.00 per year.
- Dues are to be collected by the Treasurer on the 1st meeting of every other month and the treasurer is responsible for turning the money in to the church by the 1 Sunday of that month.
- Treasurer will keep an accurate count of the money and make a financial report at each meeting. Secretary is to keep the financial report in her minutes.
- Participates in fundraising projects and other ways of financially supporting programs.

R.E.A.C.H. Drama Ministry Officers and Duties

THE DIRECTOR – Trinia Thibodeaux

The Drama Director is the coordinator/leader of the ministry. He/She provides the vision and direction of the ministry. He/She is solid in the faith and demonstrates servant leadership and has the ability to lead. This may involve coordinating announcements, writing/directing plays/skits, delegating tasks and leading drama meetings and executing the tasks that need to get done. He/She is the most inspired individual of a drama ministry. His/Her expertise should be unquestionable but more importantly, his/her patience should have no boundaries. He/She must be able to deal with disappointments and substandard performances in a way that inspires the fallen to get back up and try again. His/Her personality must ooze with positive energy that has no quit. His/Her signature must be easily recognized on each production by way of standards that will not be lowered under any circumstances because he/she is driven by his/her desire to be found pleasing in the Lord's sight and show everyone the perfection of God through stories that give hope and make the connection between a dead world and *the* living God.

ORGANIZATION

The first priority of a director is to develop a sequence of events that must happen. Always put these events on paper and keep that paper on hand. This will allow you to stay focused. Start with a simple outline that travels backwards. Ask yourself what you want. List it first and follow with whatever it takes to accomplish that goal.

COMMUNICATION

There are many people in this world that can perform certain tasks well but there are very few people who possess the ability coupled with the character to teach others what they know. Never let acting ability be the only factor in choosing leaders. Actors have to be able to work well with certain people. Directors must be able to work with everyone despite how he/she feels about them personally. Another element to communication is keeping it flowing. A director is also a manager. He/She must ensure that everyone involved have the latest information available at all times. This is mainly accomplished through an assistant and a secretary.

THE ASSISTANT DIRECTOR – Deirdre Mims

OVERVIEW

The Assistant Director is just as dedicated to the drama ministry as the director. He/She helps select the material to be performed, studies it and prepares as if he/she is the director. His/Her primary role is to head the staff and keep the productions running behind the scenes. Like the director, the assistant is a manager. He/She relieves pressure from the director by insuring consistency in daily operations.

DAILY OPERATIONS

1. The Director and Assistant compose a rehearsal schedule based on performance dates given by the Public Relations Representative. From that point on, the Director is relieved of overseeing daily operations.
2. The Assistant takes the draft of the schedule and gives it to the Secretary who informs everyone involved of the audition date/first rehearsal.
3. The Assistant then begins to work out the details of the production.

- a. Using the script, talk to the light and sound technicians about what equipment is needed to perform play.
 - b. Using the Director's instruction, get a list of materials needed to construct props.
 - c. Discuss advertisement with the Director and then with Public Relations Department.
 - d. Take findings to the Treasurer. Find out if the estimates are within the budget.
 - e. If the budget allows, take estimates to Director for approval.
4. The chief responsibility of the Assistant is to keep the Director's mind on Acting and not on business.

THE SECRETARY – Katrina Robinson

The Secretary is the glue that holds a drama ministry together. No organization can survive without open communication and accurate record keeping.

COMMUNICATION

The Secretary communicates in two major ways.

1. He/She delivers instructions to all cast/crew members verbally or in writing (schedule/Director Helps). This one act can mean the difference between a performance next week or a project being put on hold indefinitely.
2. He/She delivers feedback to the Director/Assistant. Feedback helps to avoid major problems. When applied to rehearsal times, feedback allows the Director the options to go ahead as planned, reschedule or cancel the meeting all together. Too often, actors cancel personal plans in order to attend a rehearsal that no one else shows up to.

RECORD KEEPING

The Secretary must keep good notes at each meeting. The form is broken into categories that simplify this process. These notes are needed to help the ministry grow. These notes also become extremely important if you designate your organization as non-profit and you receive funding during the year. After each production or quarterly, whichever comes first, the Secretary must bind his notes in a three-hole folder, marks the front of the folder with the name of the play and time period, and turn it in to the Historian for archiving.

ACCOUNTABILITY

The Secretary must be someone who is accountable. Once again, the Director must be free to concentrate on the performances. If he cannot depend on the Assistant and the Secretary, one of two things will happen. Either he/she will have to focus on daily operations and creativity will suffer or information will not circulate and no one will know where to be or what to do.

The Secretary's dedication is vital to the success of the ministry.

THE CHAPLAIN – Judy Wilson

The Chaplain serves as the chief advisor to the Director/Assistant concerning the spiritually correctness of the material to be performed and the performance itself. In the midst of putting on a show, it is very easy to forget that the glorification of God is the number one priority. The Chaplain is installed to keep the Director and the ministry focused on this mission.

HOW DOES THE CHAPLAIN KEEP THE MINISTRY FOCUSED?

1. He/She reviews the material to be performed before the rest of the club sees it. This sometimes requires him/her to tell the Director things that he/she doesn't want to hear. In these instances, you as the Chaplain must protect God's reputation and not allow anything questionable on the stage. If the Director and the Chaplain disagree, the matter must be called to a vote by the entire ministry.
2. He/She offers prayer or appoints someone to offer prayer before and after rehearsals.

3. The Chaplain also gives a five-minute key thought devotional before each rehearsal. It has been our experience that prayer alone does not keep a group focused. There must be a feasting upon word to remind us of why we are involved.
4. To serve as a Chaplain for a drama ministry is not an easy task. In short, the Chaplain must study and pray to be sure of what he/she believes and stand even if you have to stand alone.

THE TREASURER – Diana Shepherd

A Treasurer for a drama ministry consists of more than just maintaining a bank account.

THE TREASURER IS AN ACCOUNTANT

With regular drama ministry expenses and a Public Relations Department all asking for money, you must keep very good records and watch our spending closely.

THE TREASURER IS AN INVESTIGATOR

As the person who will have to answer the questions, you must demand that the requester of funds get estimates before the purchase and bring a receipt after the purchase. Traditionally, a treasurer does not get involved with deciding on whether or not money should be spent. But in this situation, if you don't ask questions, the ministry can get in a lot of trouble in a hurry. Your first question should always be "Does the Director know what you're doing?"

THE TREASURER IS A MANAGER

With a drama ministry, money comes in spurts so you have to be careful not to completely deplete your funds. The Director should prevent this from happening but don't count on it. At times he/she will be so determined to get a play on stage that he/she won't consider that the club could be broke. You must bring this to his/her attention whether he/she wants to listen or not.

THE TREASURER IS A COLLECTOR

It is the primary responsibility of the Treasurer to collect dues on a monthly basis. The easiest way to do this is bring it up at rehearsals. Sometimes this is not enough so you will have to give some members a printout of their payment history to remind them that they are behind. If that doesn't work, inform the Director/Assistant and that individual will be cut off from receiving drama ministry perks (tapes, dvd's, etc.) until they bring their account up to date.

PUBLICITY/PUBLIC RELATIONS DEPARTMENT - OPEN

The chief responsibility of the Public Relations Department is to promote the drama ministry. This must be done in several different ways.

1. Create flyers that market the ministry and current play(s). Distribute those flyers through the mail and canvassing.
2. Seek sponsorship by making presentations and announcements at different churches and local persons or agencies.
3. Schedule performance dates at different churches and local persons or agencies according to the availability of the production and on the approval of the Director.
4. Make appointments for the Director to speak at different locations.
5. Accomplish the above by developing a marketing strategy to include funds needed to reach our goal.

THE HISTORIAN – Kimberly Washington

The Historian is the person responsible for documenting the events of the drama ministry. There are several requirements included in this task.

1. In order to document events, the Historian should be present at all functions to include rehearsals, performances and social gatherings.
2. At these meetings, he/she must take copies of the script, bulletins and pictures to document these events.
3. The Historian also must obtain copies of flyers, posters and newsletters from the Public Relations Department.
4. The Secretary will turn in his/her notes on a quarterly basis to be included in the historical files.
5. As all this information is compiled, the Historian must maintain presentable photo albums and scrap books to be used by the Public Relations Department to market the drama ministry.
6. Keep in mind that you only get one opportunity to document a performance on film so you must ensure that you are close enough to get good pictures.
7. Always use the ministry camera and get petty cash from the treasurer to keep plenty of film on hand and to develop the film after its use. Return receipts to Treasurer for his/her records.

THE LIGHT/SOUND TECHNICIAN – Bracy Webb

Although the Light Technician sounds like more title than responsibility, there is a great deal of planning and coordinating to perform this duty.

1. Set up and supervise microphones, lighting and sound during the run of the show

TIMEFRAME:

2. Before the show, to become familiar with equipment.
3. During dress rehearsals and productions to supervise anyone working sounds and lights.
4. Return any rented equipment.

REHEARSALS

Once you accept this job, you are committing to rehearsal attendance. If you fail to attend, you will be replaced. Rehearsals are for you also. It is a time where you can make your adjustments and your mistakes without it costing the ministry anything.

COSTUME MISTRESS/SEAMTRESS – Doris Willis/Rejeter Williams/Alice Wright/Judy Wilson

The seamstress may locate costume pieces either at Thrift shops or by sewing some. He/She must enjoy Thrift store shopping, sewing, and/or altering clothes.

1. Before the show gathering costumes;
2. During the show, any upkeep or replacements.
3. After the show, collect all costumes and lauder washables.
4. Return any borrowed or rented pieces.
5. Take costumes to storage for proper storage.

BACKSTAGE/PROPS MANAGER - Keilun Hines

The proper manager supervises crew members and helps with moving sets on and off stage during dress rehearsals and productions.

1. Maintain crowd control.
2. Be able to keep everyone quiet and orderly backstage during production.

TIMEFRAME:

Dress rehearsal week and all productions; can divide up time among crew members

SET DESIGN/CONSTRUCTION – Gregory Thibodeaux/George Nelson

1. Collect or make props for the productions.
2. Help construct the sets
3. Unload sets at production and help to set up
4. Help to make repairs as needed during the run of the show.
5. Strike the sets after the performance and return them to storage

MAKE-UP/HAIR ARTIST – Alice Wright/Kimberly Washington/ Barbara Clemons

Help to plan makeup and hair for cast in the production. Supervise dress rehearsals and productions to help with makeup and hair.

TIMEFRAME:

Dress rehearsal week and all productions; can divide up time among other experienced members. Return makeup to storage in an organized and timely manner.

ACTORS/ACTRESSES – OPEN ALL YEAR

Members of the Drama Ministry. The team will range in ages 13 & above. However, there will be times where younger children will be asked to join our team for specific performances and corresponding rehearsals.

The Drama Ministry is more than about being in skits/plays. Drama Ministry is a team, not your personal agent to get you in every skit/play possible. As part of a team, you will support the team regardless of whether or not you are in a skit. With the number of people on the team, it is not realistic that you could be in every skit/play. Thus, you are to help out in any way you could. This may mean doing behind-the-scenes tasks, praying for each other, bringing food, encouraging, etc...

Drama Ministry is about having a good attitude and enthusiasm that are contagious! You need to have energy and enthusiasm when you are up in front. An unenergetic and unenthusiastic person will put the whole group to sleep. On the other hand, a person who includes enthusiasm will pump up the group and get people excited. It is contagious. If you are up doing announcements, do it with all the energy you've got. If you are doing a skit, even if it is a serious one, do it with all the passion you've got. Don't be afraid to be weird. You need to get over yourself, not be so self-conscious, and be free to be a fool for Christ.

My Commitment to Serve in the Drama Ministry

I have reviewed the R.E.A.C.H. Drama Ministry packet. I understand and agree with the ministry's goal, mission, philosophies/values and requirements. I understand what is required of me and specifically to the position(s) I am applying for. I understand that this form is my way of communicating to R.E.A.C.H. Drama ministry my desire to be involved and committed."

"Because my God is the most important person in all the world to me, and because He has issued a personal, open, binding invitation to me to come to Him and fellowship with Him, I _____ on this _____ day of _____ of the year 20____, do hereby submit to God's desire and commit to accept my duties assigned to me, and a willing vessel for God. The bible says in Jeremiah 48:10 "Cursed is the man that doeth the work of the Lord carelessly" (Jer. 48:10).

If I don't uphold the standards of God, I am promoting the message of Satan, which is "God's plan is not attainable so why should we even try?" No matter how much pain, disappointment, set back and opposition I receive on my road, I am determined to press on in order to serve God.

I promise to fulfill my duties as set out in the above-referenced Drama Ministry By-Laws to the best of my ability.

Should anything come between me and this commitment, I will immediately contact God and ask His forgiveness."

In Christ _____
Signature

Thank you for committing yourself to God. There is nothing more powerful that we can do!

Commitment builds up faith and develops character. It is a spiritual discipline requiring time, work and determination."