



# HANDBOOK



WORSHIP  
ARTS  
CENTER



# SHANDON WORSHIP ARTS HANDBOOK

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## WHO WE ARE

Shandon Worship Arts Center offers Arts instruction in a safe Christian learning environment where Students and Faculty can develop and share their passion for the Arts. It is a non-profit ministry of Shandon Baptist Church designed to build up and strengthen those under instruction and the meaningful worship already present in the Worship Arts Ministry at Shandon.

Private and Group instruction through the Worship Arts Center is open to anyone with a desire to learn. Shandon Worship Arts Center provides children and adults, whether beginners or experts, the highest quality education in music and the Arts with instruction from Christian Arts professionals. Not only do they have a passion for music, but they care for the Student as well.

### MISSION STATEMENT

**Our mission is to artistically and spiritually develop individuals in their God-given talents for service in ministry, profession, or personal enjoyment.**

*Sing to Him a new song;*

*Play skillfully with a shout of joy.*

- Psalm 33:3

## ADMINISTRATIVE STAFF

### **John Blair**

Worship Arts Center Director & Minister of Instrumental Music  
jblair@shandon.org

### **Nancy Kendall**

Worship Arts Center Coordinator  
nkendall@shandon.org

### **Kathy Houston**

Worship Arts Center Host  
khouston@shandon.org

### **Scott Lee**

Worship Pastor, Founder  
scott@shandon.org

## INSTRUCTIONAL FACULTY

Having earned a degree in their chosen discipline or demonstrated proven experience comparable to a degree, our Faculty members have invested themselves heavily in the Arts. In addition to providing artistic and developmental instruction in your area of study, Faculty members of the Shandon Worship Arts Center are committed to creating a safe environment for learning and encouraging you spiritually as you use your talents to glorify God. To ensure your safety, all Faculty members must consent to and pass thorough background checks as part of their application process and continued employment.

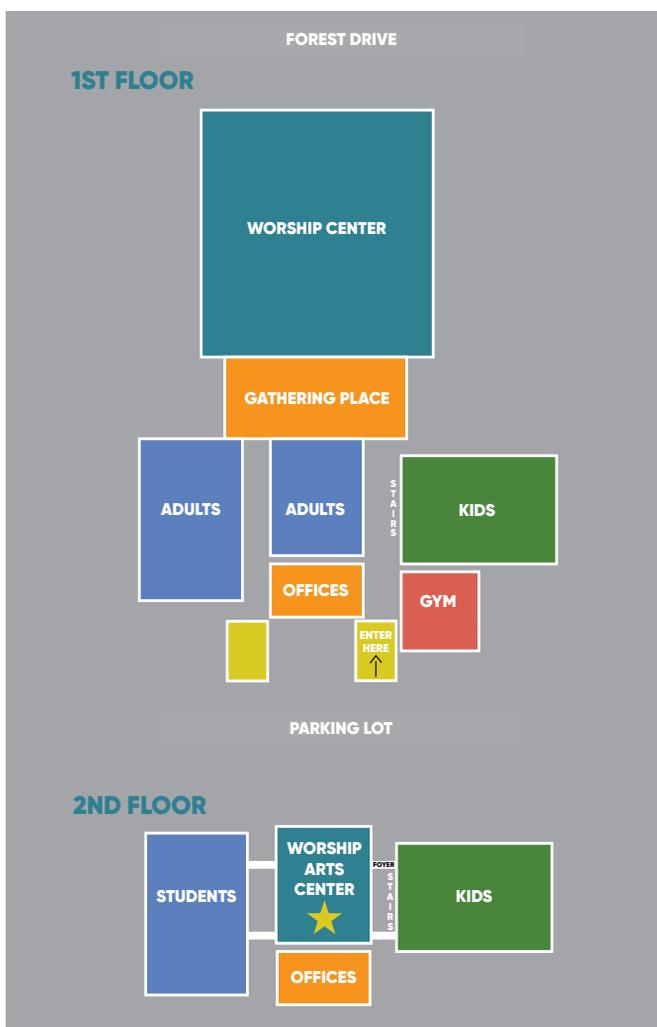
## HOW TO FIND US

Shandon Worship Arts Center is located in the Chapel area on the second floor of Shandon Baptist Church.

The address to Shandon Baptist Church is 5250 Forest Drive, Columbia, SC 29206. It is located just off I-77 near Fort Jackson on the east side of Columbia.

Parking for Shandon Worship Arts Center is most convenient in the back parking lot. To find the Worship Arts Center you will want to enter through the main office door before 5:00 pm, and the Kid's entrance doors to the right of the main office after 5:00 pm.

Once inside the building, on your right side you will go to the second level, either by stairs or elevator. Continue over the walkway bridge towards the Chapel area where our Worship Arts Center is located and our Host will be there to welcome you. The Chapel and surrounding rooms are where our lessons and instruction are provided. Signage is posted to help find the correct locations.



## WHAT WE OFFER

Shandon Worship Arts Center is open:

- Fall Semester (17 lessons + Celebration)  
Tuesdays & Thursdays: 2-8 PM
- Spring Semester (17 lessons + Recital)  
Tuesdays & Thursdays: 2-8 PM
- Summer Semester (6 Lessons & Worship Week)  
Tuesdays & Thursdays: 12-5 PM

### Private Instruction

Offered for all ages in the form of 30-minute, 45-minute, and 60-minute lessons in the following areas:

PIANO	VOICE	THEORY & COMPOSITION
WOODWINDS	BRASS	GUITAR
PERCUSSION	STRINGS	RHYTHM

### Masterclasses

Some Faculty members include one to two group sessions each semester for their Students to learn and perform together.

### Group Instruction

Offered for three or more students at a similar skill level to promote skill development in the following areas:

WOODWINDS	STRINGS	GUITAR
DANCE	BRASS	VOCAL HARMONY

### Ensembles

For performance oriented groups of three or more students at combined levels are offered in the following areas:

WOODWINDS	STRINGS	BRASS
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## Workshops

Offered throughout the year and held in the Chapel.

UNDERSTANDING MUSIC (THEORY)	WORSHIP
SIGN LANGUAGE	WORSHIP LEADERSHIP
MEDIA & TECHNOLOGY	ARTS & DEVELOPMENT
SOUND & PRODUCTION	VOCAL SINGING & HARMONY

## SPRING RECITAL

At Shandon Worship Arts Center, we consider our Spring Recital performance an essential element in the refining of your talent. The recital is a special, formal, and wonderful opportunity for friends and family to celebrate in what our Students have learned, and is an incredibly affirming time for the students themselves. For these reasons, we consider the recital a requirement for the overall artistic experience. Each Student will come prepared to perform a specific piece assigned by the Instructor, usually from memory. The Spring Recital date is posted at the beginning of the semester to give families plenty of time to calendar the event. Please make it a priority to attend this wonderful spring event.

### **The Founders' Award**

The Founders' Award is an award presented in honor of those who founded Shandon's Worship Arts Center under the vision and direction of Scott M. Lee, for the purpose of investing in a Student's future. Its intent is to give a small portion towards the student's future goals.

The Founders' Award may be given to two Students of any age, gender, or race each year as a gift for those who have demonstrated excellence in character, strong development in musicianship, and a commitment to Shandon Worship Arts Center throughout the Fall & Spring Semesters.

The recipients of the Founders' Award are determined by the Worship Arts Center Faculty and Administration as a whole, and the award is presented during the Spring Recital event.

## SPECIAL EVENTS

### FALL CELEBRATION

At the end of each Fall semester, Shandon Worship Arts Center will have a program specifically designed for all students to participate as a group to celebrate and promote what they have been learning as a whole. This is an opportunity for them to develop performance experience as a group and to bring everyone together. Families are encouraged to attend.

### WORKSHOPS & CLASSES

Shandon Worship Arts Center will host various workshops and classes throughout the year to encourage the learning of the Arts. These classes are announced and promoted as they are developed. These Workshops may have a small fee to help cover the cost of materials, the instructor, or other supplies. There is no special discount for our private or group Students in the classes or workshops. Workshops are open not only to active Students, but may be offered publicly as a whole.

### WORSHIP WEEK

Worship Week is a week-long Arts day camp held in the summer. Kids who have completed Kindergarten through 8th grades receive hands-on exposure in various music and visual Arts throughout the week as they prepare for a performance. Many of our Worship Arts Center Faculty members as well as community Arts professionals teach the Worship Week classes. Middle School students put together a modern worship set using their instrumental and vocal skills. Our older students also have the option of a full day experience to explore performing and technical Arts within the church worship setting.

### SOUTH CAROLINA BAPTIST ALL-STATE WEEKEND

Baptist All-State Weekend is a chance for students in grades 5-12 to participate in a state-wide music event that they will remember for the rest of their lives. The weekend consists of the All-State Chorus, Orchestra, Worship Band, Youth Singers and Honors Chorus. The Weekend includes overnight accommodations, rehearsals under very accomplished directors, and an

opportunity to attend the Honors Chorus/Youth Singers in concert. High School age participants are given the opportunity to lead worship in local churches on Sunday morning and a Final Combined Concert on Sunday afternoon.

Shandon's Worship Arts Center is actively involved in nominating many of our students to be a part of this great event, helping with auditions and the registration process.

## TUITION

Students may choose from two Payment Plan options for our Fall & Spring Semesters

### 1. Pre-Payment Plan

- Paid in full with application  
(via cash, check, credit card, or online payment)
- Students who pay for the full semester will receive a 10% discount.

### 2. Monthly Payment Plan

- 5 monthly installments

## FALL OR SPRING SEMESTER

- Private Lessons (17 lessons + Recital)  
*30-min Private Lessons = \$475 (or \$95/month)*  
*45-min Private Lessons = \$710 (or \$142/month)*  
*60-min Private Lessons = \$950 (or \$190/month)*
- Group Instruction  
*45-min = \$245 (or \$49/month)*
- Ensembles  
*45-mins = \$15/month for active WAC students*  
*(\$30/month for non-WAC students)*

## SUMMER SEMESTER (6 private lessons)

- Full Semester Payment is required at registration  
*Six 30-min Private Lessons = \$160*  
*Six 45-min Private Lessons = \$23*

## REGISTRATION AND SCHEDULING

1. All registrations must be accompanied by an annual \$25 registration fee and a signed student/parent agreement to be processed. This fee is non-refundable.
2. Lessons are scheduled with our Instructors on a first-come, first-served basis and on the mutual availability of Instructor and Student.
3. Returning Students must confirm the continuation of lessons with a completed registration and annual registration fee to retain their preferred lesson time.
4. Shandon Worship Arts Center reserves the right to cancel and/or deny lessons or lesson time for non-payment after adequate warnings.
5. Students may need to purchase music or supplies at the recommendation of the Instructor.
6. Students will be contacted by the Shandon Worship Arts Center Coordinator for confirmation when the lesson time has been scheduled. At the time of confirmation, Students will be given the Instructor's contact information. Two-way communication between Student/Family and Instructor is highly encouraged. Please contact the Worship Arts Coordinator with any questions or concerns you have.

**Shandon Worship Arts Center operates year-round with breaks for major holidays and church-wide events. Each year, an operational calendar will be made available and can be found at [www.shandonwac.org](http://www.shandonwac.org)**

## PAYMENT DUE DATES

Monthly payments are due by the 5th of every month and can be paid in cash, check (made out to Shandon Baptist Church WAC), or online via debit/credit card. Please know that our Host is unable to make change for non-refundable cash payments but is applied to future charges.

## SCHOLARSHIPS

Need-based scholarships are available to a limited number of students and amount is based on the funds available for scholarship. To apply for a scholarship please contact Shandon Worship Arts Center at [shandonwac@shandon.org](mailto:shandonwac@shandon.org) to request an application, or call the Worship Arts Center Director, John Blair, at 803.782.1300 ext. 142.

## REFERRALS

A \$50 discount will apply for the following semester of lessons if a current Student or Family recommends the Worship Arts Center to another Student that develops into a new partnership.

## CURRICULUM

Each lesson begins in prayer. A 5-minute devotional is shared each week that includes Scripture regarding worship. All students go through this unified worship emphasis each month with the teacher. Music and Worship songs are selected to develop Students regarding skills, theory, and technique.

Throughout the semester, Instructors will choose music for their Students that will motivate, encourage, and help them grow both artistically and spiritually.

## ATTENDANCE & MAKE-UP LESSONS

### **Private Lessons – Attendance & Make-Up Policy:**

A typical semester will contain 17 lessons plus a Celebration or Recital. One (1) make-up lesson per semester will be granted to each private lesson Student when 24-hours notice is given by email or phone. Any additional lessons missed may be rescheduled at the discretion of the Instructor.

For any absences with less than 24-hours notice or beyond the one allowed make-up lesson credit, the scheduled lesson is forfeited by the Student. All make-up credits are reset to zero at the end of each semester.

Students and Faculty alike are expected to be prompt for all lessons. Students who are 10 minutes (or more) late for their lesson will be considered to have forfeited the lesson, and the Instructor is under no obligation to make it up. Because lessons are scheduled consecutively in common spaces, lessons that begin late cannot be extended to compensate for time lost. Out of respect for our Faculty, please give as much notice as possible for any absences, even up to the last minute.

## CONTACT INFORMATION IN-CASE OF EMERGENCY OR CANCELLATION:

You can email **shandonwac@shandon.org** or call the Worship Arts Center at **(803) 782-1300, ext.278** to give notice of a Student's upcoming absence.

If a lesson is cancelled or forfeited by the Student for any reason, the Instructor may then schedule another lesson in the absentee's time slot. The Instructor is under no obligation to notify the Parent or Student who forfeits the lesson of the substitution. If the original Student's schedule changes and the Student becomes able to attend the cancelled lesson, the lesson slot is then subject to the Instructor's schedule.

In the event that an Instructor must cancel a private lesson for any reason, it will be rescheduled at a mutually agreeable time for Student and Instructor. For each make-up lesson awarded due to Instructor absence which remains unused at the end of a semester, the Student's account balance will receive a credit.

**Group Instruction & Ensembles – Attendance & Make-Up Policy:** Group classes consist of a fixed schedule for which the Student pays in advance. Because of the nature of the group class environment, we are unable to issue any refunds or reimbursements for missed sessions or for withdrawal.

Group Instruction and Ensembles are ineligible for make-up lessons, and missed sessions are therefore forfeited by the Student.

In the event that an Instructor must cancel a class, the Students will be notified and the class will then be rescheduled at no additional cost to the Students.

## EARLY WITHDRAWAL

Upon registration for each semester, Students indicate their intention and commitment to complete the full semester of sessions and payments. If a Student wishes to discontinue lessons mid-semester, a 30-days written notice is required. The Student will be financially responsible for the lessons that occur during those 30-days from the date notice is given, whether or not the student chooses to attend. If the Student paid with our Pre-Payment Plan, a pro-rated refund will be given for the remainder of lessons that occur after the 30-days notice expires. The annual registration fee is non-refundable.

## PRACTICE EXPECTATIONS

Regular and consistent practice is an essential element in refining musical/artistic talents. In order to receive the full benefit of instruction, the student is expected to practice daily for the same length of the lesson time. If a student has a 30 minute lesson, then they should practice a minimum of 30 minutes each day. If the student has a 60-minute lesson, then they should practice a minimum of 60 minutes a day.

### PRACTICE HINTS

1. Choose and schedule a set time every day for practice. Insist that this practice time be honored. If you are a Parent of a Student, sit down with your child and look at his/her schedule and discuss his/her expectations.
2. Provide a practice setting free of distractions such as TV, phone, personal electronics or interruptions.
3. Review any assignments and any Instructor's comments for the week. If you are a Parent, reviewing this for your Student each week is an imperative. If you have any questions please follow up with the Instructor.
4. Make notes to accurately record your own or your child's progress through the week. Make sure to accurately record the amount of practice time each day, and what you practiced.
5. Make sure to finish any written assignments and be prepared for each lesson/class.
6. Instructors will make practice recommendations based on the individual Student's needs.

**REMEMBER:** Learning a new skill is not just about getting by, but also to having a passion to develop your art. Our Instructors and Parents are encouraged to remind Students not to do just what's asked, but to have a passion for learning a skill and to develop it.

## INCLEMENT WEATHER

Shandon Worship Arts Center recognizes the fact that inclement weather and other emergencies can affect the ability of our Instructors and Students to attend lessons or classes. The safety of our Faculty and Students is paramount in any emergency situation. During potential or actual inclement weather, we generally follow the Richland One School District closings. We will also attempt to announce any closings through online news resources or direct communications if at all possible.

## SAFETY

**Your safety is our priority. Please adhere to all policies and procedures to ensure a safe environment.**

The nature of individual study requires one-on-one time between Faculty and Students of Shandon Worship Arts Center. We operate on an open-door policy that allows family members or caregivers of Students to enter a room where a private lesson is underway at any time. All lessons are given in rooms with door windows to ensure the safety of Students and Faculty. A Host from the Worship Arts Center will be present and nearby when lessons are in session.

No child under the age of 12 (whether student or sibling) may be left without adult supervision in the hallways or other areas of Shandon Baptist Church. Students under the age of 12 must be delivered to and picked up in the Worship Arts Center Reception area by an adult or authorized sibling over the age of 16. Students are expected to check in and check out with the Host for each lesson to promote safety and for our attendance records. For security reasons, if a minor-aged Student is late for any lesson without notification, the Host or Coordinator may call the parents to verify the Students whereabouts.

Parents and children should wait quietly in the Worship Arts Center Reception area. In the event that a minor-aged Student will be picked up late, please alert the Worship Arts Center Host or Coordinator to ensure the safety of that Student.

*\*All Faculty members must consent to and pass thorough background checks as part of the hiring process and continued employment.*

## FACULTY STANDARDS

In order to provide Students and Families at Shandon Worship Arts Center with the highest quality musical instruction available in a safe, Christian environment that is encouraging to their faith, we have established standards for our Instructors. All Instructors hired by Shandon Worship Arts Center must meet these criteria:

### **Faculty of the Worship Arts Center must profess Christ as Lord.**

As a ministry of Shandon Baptist Church, the Worship Arts Center and its Faculty must be professing believers who are actively pursuing growth in their own Christian faith. Our Faculty members serve to reinforce spiritual truths and disciple all Students in their walk with the Lord. We believe that musical and artistic talents are gifts from the Lord that can be used to glorify Him.

### **Faculty of the Worship Arts Center must actively serve as member of an evangelical, Bible-believing church.**

Just as one can only improve on their instrument with practice and intentional efforts, our Faculty must continue actively pursuing a personal relationship with the Lord in order to lead others. Commitment to the Body through church-membership and active service are a high priority for the Worship Arts Center Faculty. Faculty members should feel comfortable freely talking with Students and Families about God's gifts to us in relation to the Arts.

### **Faculty of the Worship Arts Center must be highly qualified in their specialty area.**

All Faculty of the Worship Arts Center must hold a degree indicating study on their primary instrument or demonstrate proven experience comparable to a degree. All Faculty members will use methods and literature appropriate to the age and level of study for their Students in a Christian environment.

To provide instruction that builds technical skills and reinforces spiritual truth, Faculty members are encouraged to incorporate their familiarity with sacred and contemporary church music into all Arts instruction.

**Faculty members of the Worship Arts Center are committed to the safety of their students.**

To ensure that our Christian environment is safe for all Students and that our Faculty is above reproach, all Faculty members must consent to and pass thorough background checks as part of the hiring process and continued employment.

**Faculty members of the Worship Arts Center are to conduct themselves ethically and as professionals.**

As a representation of Shandon Baptist Church and the Worship Arts Center, all Faculty are expected to align their communication and behaviors in a Christ-centered manner.

## STUDENT AND PARENT AGREEMENT

### **As part of this agreement, Shandon Worship Arts Center will:**

- Provide high quality instruction in the Arts
- Begin all lessons and classes promptly
- Strive for open communication between Instructors, Parents and Students
- Strive to provide a safe environment for learning
- Seek to provide spiritual encouragement to all Students

### **As part of this agreement, we as Students and/or Parents will:**

- Be prompt and prepared for lessons and classes
- Follow attendance and make-up policies as outlined by the Worship Arts Center Handbook
- Be prompt in making payments according to the Worship Arts Center Handbook
- Participate in Recitals and other Worship Arts Center events to further Student's development
- Show respect to Worship Arts Center Faculty, Staff, equipment, and church facilities
- Adhere to all policies in the Worship Arts Center Handbook
- Share any questions, comments, or concerns with the Worship Arts Center Coordinator or Director as appropriate
- Remember that 30-days notice and continued payment is required for early withdrawal from lessons or classes.

## CONTACT US

shandonwac@shandon.org

shandonwac.org

803.782.1300 ext. 278

### Shandon Baptist Church

5250 Forest Drive

Columbia, SC 29206



### John Blair

Worship Arts Center Director &  
Minister of Instrumental Music

jblair@shandon.org



### Nancy Kendall

Worship Arts Center Coordinator

nkendall@shandon.org



### Scott Lee

Worship Pastor, Founder

scott@shandon.org



**An electronic copy of the Shandon Worship Arts Center  
Handbook can be found online at [www.shandonwac.org](http://www.shandonwac.org)**

## GRIEVANCE PROCEDURE

Please feel free to discuss with an Administrator any difficulties that you or your Student might be experiencing with lessons. If you feel the situation is not being properly addressed, please contact a Worship Arts Center Administrator at the number and emails provided immediately. If possible, please put your concerns in writing. The Shandon Worship Arts Center is dedicated to making sure our Students have a quality and rewarding experience.







By signing this statement and submitting my enrollment registration and fees, I acknowledge my understanding of the policies stated in the Worship Arts Center Handbook and seek enrollment for instruction at Shandon Worship Arts Center.

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Student

-----  
Date

-----  
*Parent/Guardian (if Student is under 18)*

-----  
Date

CONSENT AND WAIVER REGARDING THE USE OF STUDENT  
PHOTOGRAPHS AND VIDEO

I hereby allow photos and video of myself to be published via print, video, or websites which are affiliated with Shandon Baptist Church or Shandon Worship Arts Center.

Name of Student (printed) -----

Student signature -----

*(Signature of Legal Guardian required if Student is under 18)*

Date -----

