



school of worship arts

first baptist church • universal city
1401 pat booker rd, universal city, tx 78148

First Baptist Church Universal City

2022-2023 Handbook

Information Guide for Parents and Students

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Goals and Philosophy

The FBCUC School of Worship Arts is a ministry of First Baptist Church, Universal City, Texas. It was established in 2017 through God's leadership by Rev. Charles Colvin. The mission is to enable students to lead or participate in worship to the best of their musical ability by providing excellent teachers giving group or private lessons in a God-honoring environment.

Specifically, we want to:

- Provide excellent training in various instruments as well as voice and sign language.
- Assist in meeting student's spiritual needs.
- Develop and promote future church music leaders, who can help lead worship or use their abilities in Christian ministry.
- Act as an outreach platform for FBCUC.
- In all we do, honor our Lord and Savior.

COVID-19 Health Statements/Guidelines

- All our teachers and staff wash their hands before beginning lessons for the day.
- All of our students are required to wash their hands immediately prior to their lesson.
- If you are more comfortable with our staff wearing masks we will accommodate that request while you are in attendance.

Our teachers and staff agree to the requirements listed below. By entering our facility for private or group lessons you also agree to the following:

- Student has not had a fever greater than 100 in the last 24 hours.
- Student is not experiencing symptoms such as coughing, shortness of breath, difficulty breathing and/or sore throat.
- Student who has been diagnosed with COVID-19 is symptom free for 5 days or is cleared to return to school/work by a physician.
- Student or family member has not traveled internationally in the past 14 days.

Instruction

We currently offer private lessons in most brass instruments, drums, guitar, piano, most stringed instruments, most wind instruments, voice lessons and sign language.

- We also offer a sight-reading class.
- Our lessons can be 30, 45 or 60 minutes in length dependent on the student's desire.
- A class is composed of 2 or more students at similar levels of competency.

Music Studies

Students may begin as young as five years through adulthood in most instruments. Voice students need to be at least 9-10 years old. Our desire is that students develop a lifelong love of music. If a teacher feels that the experience of lessons would not promote that end, he or she will discuss the situation with the parent and a decision will be made on an individual basis.

Enrollment

To begin the enrollment process, new students must:

- Contact the Administrator.
- Complete the attached registration form, either in person or online.
- Receive and have an opportunity to discuss with the Administrator the information in the SOWA Handbook.
- Sign a contract agreeing to the conditions outlined in the Handbook and costs for the semester.

Tuition

A \$5 administration fee is required per student per semester. In addition, the following tuition rates are currently in effect.

Fall 2022 – 14 week semester
30 minute lesson/week = \$420
45 minute lesson/week = \$630
60 minute lesson/week = \$840

Spring 2023 – 15 week semester
30 minute lesson/week = \$450
45 minute lesson/week = \$675
60 minute lesson/week = \$900

Payments

Payments may be made in the following ways:

- Administration fee must be paid up front.
- Tuition may be paid in one lump sum with a \$20 discount for paying in full up front IF PAID WITHIN 2 WEEKS OF THE ENROLLMENT DATE.
- Tuition may be paid in four payments:
First payment due upon enrollment will include the administration fee plus $\frac{1}{4}$ of the total tuition.
Three subsequent payments will be due on the first of each following month and will amount to $\frac{1}{4}$ each of the total amount.
- Tuition may be paid weekly but must be paid **prior to the lesson.**
\$30/30 min; \$45/45 min; \$60/60 min per lesson, payable online or in person.

PLEASE NOTE: All tuition payments must be paid in full two weeks prior to the end of the current semester. Thank you in advance for taking care of this.

You may make your payments in one of several ways:

- Online; through the FBCUC.org/School of Worship Arts website.
- In-person on-site with the Administrator. Please note that the Administrator can only take cash or check.
- By mail to:

First Baptist Church, Universal City
School of Worship Arts
Att: Administrator
1401 Pat Booker Rd.
Universal City, Texas 78148

Make checks payable to **FBCUC** only. SOWA or the student's name may be in the memo line but **NOT** anywhere in the payable area. It confuses the bank, and they will not accept the check.

We send out email invoices on the 1st of every month to families who have balances on their accounts. This is the only billing reminder the school will provide.

Scholarships

Partial scholarships are available on a limited basis for students who have demonstrated a commitment and dedication to their instrument. The student must intend to lead or is currently participating in leading worship (either “out front” or in the band or orchestra) in a local church or church ministry. First-time students are not eligible for scholarships.

If your situation warrants a need for a partial scholarship, please talk with the Administrator, who will refer the family to the worship leader. The identity of scholarship recipients will be kept confidential.

Lesson Location

To provide consistency and because we are liable for our students' safety, in-person lessons must occur only on the FBCUC campus. No exceptions!

Makeup Policy

The intention and goal of all School of Worship Arts policies is the improved and increased skill of the student. Makeup policies are no exception. We understand students occasionally need to miss lessons. The following guidelines are instituted to achieve the primary goal while still maintaining operational efficiency.

- Makeup lessons are available for illness, family emergencies, planned absences such as school or family trips and other extenuating circumstances at the discretion of the instructor.
- All communication regarding missed lessons and makeups will be between the student/parent and the instructor. The administrator will only be involved to verify the availability of a classroom or other questions related to scheduling.

- If a student misses a lesson without notification, it is counted as a “**No Show.**” The family will be charged for this lesson and the teacher is under no obligation to provide a makeup.

- Because our schedules are tight and classroom availability is limited, any planned absences, i.e. school or family trips or even regularly scheduled dental or doctor's checkups **NEED AS MUCH NOTICE AS POSSIBLE – PREFERABLY A WEEK BUT AT LEAST 24 HOURS NOTICE IN ORDER TO QUALIFY FOR A MAKEUP LESSON.** This will allow the teacher to schedule a student needing a makeup in that time slot. These lessons will be made up if so desired by the family. If they do not wish for a makeup, a credit will be made to their account.

- **ALL MAKEUPS FOR A CURRENT MONTH MUST BE MADE UP BY THE LAST DAY OF THE FOLLOWING MONTH.** This prevents an accumulation of lessons at the end of the semester when there is little time or room to accommodate them as well as providing only minimal benefit to the student.

Semester Recitals

There is great value in students performing in public as well as hearing other students play/sing. Each student will be **REQUIRED** to attend and play/sing in one of the “end of the semester” recitals or other performance options if available and approved by instructor.

The Administrator is responsible for scheduling students so that each recital is no longer than 50-55 minutes. Please discuss your time preference with the Administrator, so it fits easily into your family's schedule. It is strongly encouraged that all students have their pieces memorized.

Unless there are extenuating circumstances, students and their families should plan to remain for the entire recital.

Summer Lessons

We offer six lessons during the summer. Our purpose in offering summer lessons is threefold:

- Continue progression of skills.
- Prevent the loss of skills.
- Provide an introduction to a new instrument without a long-term commitment.

Because the summer session is short and we want to promote a more relaxed atmosphere, there will be no recitals at the end of the summer sessions.

Instrument Rentals

The School of Worship Arts has a few instruments available for rent. A \$25 non-refundable deposit is required, and all instruments rent for \$20 per month. Rentals allow a student to try out an instrument for a few months to see if the student's commitment warrants the expense of a purchase.

Conduct Expected During Lessons

- We expect students to use proper hygiene, dress appropriately, and use proper manners and language during lessons.
- Food, gum, candy, or drinks, except water, are not permitted during lessons.
- Cell phones should be turned off or muted during the lessons.
- All students are expected to practice 5-6 days a week.

Safety and Security

For the benefit of students, teachers, and the peace of mind for parents, the church has instituted the following measures:

- All teachers have passed a background check.
- There are church staff members on-site during church office hours.
- The School of Worship Arts Administrator is on-site any time students receive lessons.
- All classrooms used by the School of Worship Arts are under video surveillance.

Calendar for Fall of 2022

Fall Semester is comprised of 14 lesson weeks

5 Recitals: December 12 at 4:30, 6:00 & 7:30 pm
December 13 at 4:30 & 6:00 pm

	Monday	Tuesday	Wednesday
1	8-15-22	8-16-22	8-17-22
2	8-22-22	8-23-22	8-24-22
3	8-29-22	8-30-22	8-31-22
NO School of Worship Arts Lessons - Labor Day Week			
4	9-12-22	9-13-22	9-14-22
5	9-19-22	9-20-22	9-21-22
6	9-26-22	9-27-22	9-28-22
7	10-3-22	10-4-22	10-5-22
8	10-10-22	10-11-22	10-12-22
9	10-17-22	10-18-22	10-19-22
10	10-24-22	10-25-22	10-26-22
NO School of Worship Arts Lessons - Halloween Week			
11	11-7-22	11-8-22	11-9-22
12	11-14-22	11-15-22	11-16-22
NO School of Worship Arts Lessons - Thanksgiving Week			
13	11-28-22	11-29-22	11-30-22
14	12-5-22	12-6-22	12-7-22

Calendar for Spring of 2023

Spring Semester is comprised of 15 lesson weeks

5 Recitals: May 8 at 4:30, 6:00 & 7:30 pm
May 9 at 4:30 & 6:00 pm

	Monday	Tuesday	Wednesday
1	1-9-23	1-10-23	1-11-23
2	1-16-23	1-17-23	1-18-23
3	1-23-23	1-24-23	1-25-23
4	1-30-23	1-31-23	2-1-23
5	2-6-23	2-7-23	2-8-23
6	2-13-23	2-14-23	2-15-23
7	2-20-23	2-21-23	2-22-23
8	2-27-23	2-28-23	3-1-23
9	3-6-23	3-7-23	3-8-23

Monday	Tuesday	Wednesday
NO School of Worship Arts Lessons - Spring Break Week		
10 3-20-23	3-21-23	3-22-23
11 3-27-23	3-28-23	3-29-23
12 4-3-23	4-4-23	4-5-23
13 4-10-23	4-11-23	4-12-23
14 4-17-23	4-18-23	4-19-23
15 4-24-23	4-25-23	4-26-23

Calendar for Summer of 2023

Summer Session is comprised of 6 lesson weeks

No Recitals for Summer Session

	Monday	Tuesday	Wednesday
1	6-5-23	6-6-23	6-7-23
2	6-12-23	6-13-23	6-14-23
3	6-19-23	6-20-23	6-21-23
4	6-26-23	6-27-23	6-28-23
NO School of Worship Arts Lessons - July 4th Holiday Week			
5	7-10-23	7-11-23	7-12-23
6	7-17-23	7-18-23	7-19-23

School of Worship Arts Student Registration Form

Student Name _____ DOB, if minor _____

Parent Name if student is minor _____

Address: _____

Primary Phone: _____
Secondary Phone: _____

Email: _____

Lesson Choice: _____ Teacher Choice: _____
(Schedule and student ability will determine final teacher assignments)

Level of Ability: _____ Private or Group Lesson (Circle One)

Lesson length: _____ Day: Monday, Tuesday, or Wednesday
(Circle One)

Preference for Lesson time: (1:00pm-8:00pm Mondays and Tuesdays; 1:00pm-5:30pm
Wednesdays) _____

What Church do you attend? _____

The vision of the School of Worship Arts is to train and equip followers of Christ to use their talents in worship and ministry of the local church. Please explain the way you would like to use your worship talents at church. _____

Please provide any additional information that would be helpful to your instructor: _____

Photo and Personal Information

I hereby grant First Baptist Church of Universal City and its' legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs/videos/ personal information of me or my minor children (names listed below for editorial, trade, advertising, and any other purpose and in any manner and medium; and to alter and composite the same without restriction and without my inspection or approval. I hereby release First Baptist Church of Universal City and its' legal representatives from all claims and liability relating to said photographs/videos/personal information.

I hereby warrant that I am a legal, competent adult and a parent or legally appointed guardian of the minor, and I have every right to contract for the minor in the above regard. I further state that I have read the above authorization, release, and agreement, prior to its' execution, and that I am fully familiar with the contents of it.

I have read and understand this Agreement. This Agreement expresses the complete understanding of the parties. This Agreement is binding upon myself, my heirs and my assigns.

Permission to use photographs/videos/personal information as described above is given within the following contract.

School of Worship Arts Student Contract 2022-2023

Student Name/Names _____

I have received and read a copy of the 2022-2023 SOWA Handbook and have had an opportunity to ask questions regarding the policies/procedures contained within.

_____ (initial)

I understand the policy for makeup lessons and that I will be charged for missed lessons without proper notification. _____ (initial)

I understand the payment schedule and promise to make payment/s on time and further agree that ALL TUITION WILL BE PAID 2 WEEKS PRIOR TO THE END OF THE SEMESTER. _____ (initial)

I have read and understand the Photo and Personal Information form. I hereby give permission for SOWA to use photos/videos/personal information as described on the previous page for the following minors and/or myself. _____ (initial)

(Print names below)

Name of Parent/Legal Guardian (Print) _____

Signature of Parent/Legal Guardian _____

For your convenience, two copies included in handbook. Please return one copy initialed and signed to SOWA. Keep one for your records. Thank you.

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Student Name/Names _____

I have received and read a copy of the 2022-2023 SOWA Handbook and have had an opportunity to ask questions regarding the policies/procedures contained within.

_____ (initial)

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