



# school of worship arts

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

## First Baptist Church Universal City

2023-2024 Handbook

Information Guide for Parents and Students

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# Contents

Contents.....	2
Goals and Philosophy.....	2
COVID-19 Health Statements/Guidelines.....	3
Instruction.....	4
Music Studies.....	4
Enrollment.....	4
Tuition.....	4
Payments.....	5
Scholarships.....	6
Lesson Location.....	6
Makeup Policy.....	6
Semester Recitals.....	7
Summer Lessons.....	7
Instrument Rentals.....	8
Conduct Expected During Lessons.....	8
Safety and Security.....	8
Calendar for Fall Semester 2022.....	9
Calendar for Spring Semester 2023.....	9
Calendar for Summer Session 2023.....	10
Registration Form.....	11
Photo and Personal Information.....	12
SOWA Student Contract.....	13

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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 2023 – 13 week semester  
30 minute lesson/week = \$390  
45 minute lesson/week = \$585  
60 minute lesson/week = \$780

Spring 2024 – 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 2 ways:

- Tuition may be paid in one lump sum with a \$20 discount per student for paying up front. In order to take advantage of this discount payment must be received within 2 weeks of enrollment.

- Tuition may be paid in four payments: the 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 tuition. An invoice will be sent out the Monday prior to the first of the month as a reminder. If the payment is not received by the end of that month the student may no longer be entitled to receive lessons going forward. We regret that this change in policy has become necessary and hope that no student will undergo a break in their instruction.

You may make your payments at one of several locations:

- Online; through the [FBCUC.org/School of Worship Arts](http://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 IN THE PAYABLE AREA. It confuses the bank, and they will not accept the check.

## 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 are 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

While our intention for all SOWA policies is the increased skill of the student, in the area of makeups we must also consider the time/schedules of our dedicated teachers. This is their livelihood and they have allocated a specific time slot for your student. In most cases their schedules are so tight it is difficult to find time to make up lessons. On the other hand, we realize that sometimes it is unavoidable to miss a lesson. Our makeup policy has been revised to address both of these perspectives:

- TWO makeup lessons per student per semester are available for illnesses, family emergencies, planned absences such as school or family trips and other extenuating circumstances at the discretion of the instructor. ADDITIONAL MISSED LESSONS WILL NOT BE MADE UP OR CREDITED.
- A 24 hour notice is required for excused absences.
- 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 TO THE INSTRUCTOR, it is counted as a NO SHOW. There will be a charge for the lesson and no makeup will be provided.

If a teacher is unable to attend a lesson a makeup will be offered and if the student is not able to attend the makeup a credit will be applied to the account. This will not apply to the “2 makeup lessons per student” rule.

## 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 2023

Fall Semester is comprised of 13 lesson weeks

6 Recitals: December 11 at 4:30,6:00 & 7:30 pm  
December 12 at 4:30,6:00 & 7:30 pm

Monday	Tuesday	Wednesday	Thursday
8-21-23	8-22-23	8-23-23	8-24-23
8-28-23	8-29-23	8-30-23	8-31-23
<b>NO SCHOOL OF WORSHIP ARTS LESSONS – LABOR DAY WEEK</b>			
9-11-23	9-12-23	9-13-23	9-14-23
9-18-23	9-19-23	9-20-23	9-21-23
9-25-23	9-26-23	9-27-23	9-28-23
10-2-23	10-3-23	10-4-23	10-5-23
10-9-23	10-10-23	10-11-23	10-12-23
10-16-23	10-17-23	10-18-23	10-19-23
10-23-23	10-24-23	10-25-23	10-26-23
<b>NO SCHOOL OF WORSHIP ARTS LESSONS- WEEK OF HALLOWEEN</b>			
11-6-23	11-7-23	11-8-23	11-9-23
11-13-23	11-14-23	11-15-23	11-16-23
<b>NO SCHOOL OF WORSHIP ARTS LESSONS – WEEK OF THANKSGIVING</b>			
11-27-23	11-28-23	11-29-23	11-30-23
12-4-23	12-5-23	12-6-23	12-7-23

## Calendar for Spring of 2024

Spring Semester is comprised of 15 lesson weeks

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

Monday	Tuesday	Wednesday	Thursday
1-15-24	1-16-24	1-17-24	1-18-24
1-22-24	1-23-24	1-24-24	1-25-24
1-29-24	1-30-24	1-31-24	2-1-24
2-5-24	2-6-24	2-7-24	2-8-24
2-12-24	2-13-24	2-14-24	2-15-24
2-19-24	2-20-24	2-21-24	2-22-24
2-26-24	2-27-24	2-28-24	2-29-24
3-4-24	3-5-24	3-6-24	3-7-24
<b>NO SCHOOL OF WORSHIP ARTS LESSONS – Spring Break Week</b>			
3-18-24	3-19-24	3-20-24	3-21-24
3-25-24	3-26-24	3-27-24	3-28-24
4-1-24	4-2-24	4-3-24	4-4-24
4-8-24	4-9-24	4-10-24	4-11-24
4-15-24	4-16-24	4-17-24	4-18-24
4-22-24	4-23-24	4-24-24	4-25-24
4-29-24	4-30-24	5-1-24	5-2-24

## Calendar for Summer of 2024

Summer Session is comprised of 6 lesson weeks  
No Recitals for Summer Session

### **Monday**

6-3-24

6-10-24

6-17-24

6-24-24

NO School of Worship Arts Lessons - July 4th Week

7-8-24

7-15-24

# 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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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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