



# s c h o o l o f WORSHIP ARTS

## Student Policies and Procedures

**UPDATED July 2023**

The **FBCN School of Worship Arts** exists to develop Christ-honoring worshipers through quality instruction for the purpose of exalting the Lord with their God-given talents and abilities. It is our goal to provide the student with a wholesome, Christian environment in which to learn. We wish to follow a policy that safeguards our students, their families, and instructors. The School finds biblical basis for training in the worshiping arts as seen in Solomon's temple when people were set aside to be trained as musicians, singers, and leaders of worship (1 Chronicles 25:6-8, 2 Chronicles 5:11-14).

### **STUDENT REGISTRATION/PAYMENT PROCESS**

All students will register and make payment through the School of Worship Arts. As a new student, the School administration determines the most appropriate instructor based on several factors: instrument skill level and the availability of the student and instructor.

There are two payment options:

1. Pay in full at the beginning of each semester
2. Pay monthly, in advance of each month of lessons

### **INSTRUMENT/CURRICULUM**

The School does NOT provide instruments or curriculum. Each student will need to provide his/her own instrument and other accessories as required by the instructor. The instructor will inform parents and students of any needed curriculum, including music, method books and theory books. Those will need to be purchased by the students.

### **PRACTICE**

Students are committing to practicing at home. Lessons will be most effective as effort and time is put into learning your instrument away from instruction time.

### **SPRING RECITAL**

We believe that recitals are an important part of any student's learning experience! The recital is a great opportunity for students to showcase their hard work. Each Spring the School will host a recital at the end of the semester. We will give the date at the beginning of the Spring semester so that you can get it on your calendar!

## **SAFETY/SECURITY POLICIES**

All lessons must be given in an assigned studio room. These rooms have windows in the doors and security cameras for the protection of all parties. In addition, background checks are required for all instructors.

## **ATTENDANCE POLICY**

**Please make every effort to attend each lesson.**

The School of Worship Arts follows a calendar that includes:

- Summer Semester (June-August)
- Fall Semester (14 lessons)
- Spring Semester (16 lessons plus a recital)

The School reserves one week for make-up lessons each Fall and Spring semester.

- All lessons and makeup lessons will be given at the church during the School's hours of operation.
- **Please be prompt so that instructors can begin and end each lesson on time.** Instructors are not required to extend the lesson if a student arrives late. If an instructor is late, the lesson time will be extended and other students informed of a later start time to accommodate.
- Lessons will not be made up if they are missed or denied due to late or outstanding payment. Students are responsible for paying for all lessons in the semester, regardless of attendance.
- Make up lessons will be granted for excused absences. **Excused absences are lessons cancelled with a 24 hour notice to the instructor and/or school office.** Teachers are not required to make up unexcused absences. However, grace may be granted at the instructor's discretion in such cases that involve illness, injuries etc.
- Please note that lessons will not carry over into the next semester. If a student's excused absence is not made up during the make-up week provided, then the lesson is forfeited.
- A lesson that falls on a holiday or during a church campus closure will be scheduled during the make-up week at the end of the semester.
- If a student's schedule changes during the semester and their lesson time no longer works, permanent rescheduling is subject to the instructor's availability and may not be able to be accommodated.
- If a student no longer wants to continue lessons, they are required to notify the School Office. Refunds will be given on a prorated basis.
- If an instructor needs to be absent or cancel a lesson due to illness, extreme emergency or death in the family, that lesson will be made up within the same semester or refunded at the School Office's discretion.
- Due to the nature of group classes, we will not be able to issue refunds or schedule make up classes for any individual missing a group class.

## **CONTACT INFORMATION**

Student's contact information will be shared with their instructor. The instructor's contact information will be shared with their students. In case of a last minute cancellation, students should contact the instructor directly in addition to the School Office.

## **SCHOOL CONTACT INFORMATION**

Thomas E. Keys III, Worship Pastor  
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