

## **JOB DESCRIPTION FOR CONTEMPORARY WORSHIP LEADER**

The position of contemporary worship service leader is a part-time, twenty-hour-per-week position. This person will work as a team member with the ministers, music director, church staff, and the Worship committee to offer a vital worship and music ministry at First Presbyterian Church. The primary responsibility of the contemporary worship leader is to plan, organize, and lead music and other portions of worship in the contemporary worship service, in coordination with the ministers and music director. This service will be an integral component of the overall worship ministry of First Presbyterian Church, and the community to whom First Presbyterian Church ministers.

### **Qualifications**

- A bachelor's degree in music or comparable music experience; drama experience desired
- Ensemble leadership and keyboard skills
- Good creative, teaching, and organizational skills
- Demonstrated initiative and readiness to develop a contemporary worship service as a component of the existing worship ministry
- Flexibility and openness to a variety of musical styles and other creative forms of contemporary worship
- The individual's theology and practice of Christian faith must be consistent with our Presbyterian Reformed tradition.
- Computer skills appropriate for the job, including e-mail, internet, social media, ProPresenter, Microsoft Word, and Excel

### **Specific Responsibilities**

#### 1. Leadership of Contemporary Worship Service

This person prepares all music for Sunday contemporary worship services, consulting regularly with the ministers to plan worship and to ensure that music is an integral part of the service. While the primary focus of this position is on the music for the contemporary worship service, this person also helps lead other parts of the service and is responsible for technical aspects of the service, including sound, lights, and projection.

#### 2. Recruitment and volunteer musician development

This person will be responsible, in consultation with the music director, for recruiting and cultivating a core group of musical talent as well as scheduling musicians, selecting music, scheduling and leading rehearsals, and providing music leadership in worship services. Church talent shall be used whenever possible but occasional hiring of outside instrumentalists or ensembles is allowed as funds are available.

#### 3. Administrative responsibilities

- Attendance at regular staff and Worship Committee meetings.
- Working in coordination with the music director, the contemporary worship leader coordinates use of music facilities, instruments, equipment, and supplies related to the contemporary worship service.
- Maintain and build a library of music for use in this ministry
- Seek, maintain and communicate copyright permissions as needed
- In coordination with music director, the contemporary worship leader will submit a yearly budget, specifying needed resources and equipment.

- Active and aggressive use of church publicity channels (such as Presbygram, bulletins, website, email, Facebook, and other social media), and creation of other publicity as needed to promote the contemporary worship service as an outreach to the community as well as the congregation
- Place music and other information into projection software for each week's service
- Supervise appropriate use, storage, and maintenance of musical equipment/ instruments, in consultation with the director of music

#### 4. Pastoral ministry to contemporary worship music participants

The contemporary worship leader is expected to maintain personal contact with those church members who are involved in the leadership of this service (musicians, drama team, technical support), leading them in ministries of support to one another.

#### 5. Spiritual and professional growth

It is expected that the contemporary worship leader will maintain contact with other church musicians in the region and across the denomination, as well as maintaining an ongoing program of professional development. Time should be allotted for personal and spiritual growth.

### **Accountability**

The contemporary worship leader is directly accountable to the Director of Music and the Head of Staff on behalf of the Administrative Committee. Annual evaluation shall be conducted by the Administrative Committee in conjunction with the Director of Music, Head of Staff, and the Worship Committee.

### **Vacation and Study Leave**

As a part-time position, the contemporary worship leader is entitled to twenty days of Personal Time Off (which includes vacation and sick leave) and seven days of study leave each year. Personal Time Off accumulates at the rate of two days per month in the first year, up to twenty days, and continues at twenty days per year from that point.