

JOB DESCRIPTION – WORSHIP LEADER CECILIA BAPTIST CHURCH

JOB TITLE: WORSHIP LEADER
REPORTS TO: SENIOR PASTOR
POSITION STATUS: Part-time Salaried
ANNUAL SALARY: \$25,000

The Worship Leader, under the supervision of the Senior Pastor, shall be responsible for the development, promotion, and implementation of the music program for the church and other assigned duties.

General Responsibilities are, but not limited to:

- 1) Support the entire church program and all of the policies of the church.
- 2) Cooperate and coordinate with the Senior Pastor in all phases of the music ministry and weekly worship services.
- 3) Work in harmony with all church staff for the good of Cecilia Baptist Church.
- 4) Submit a proposed budget for music to appropriate committees.
- 5) Attend quarterly business meetings to report on music ministries and all other meetings pertaining to music ministry.
- 6) Attend quarterly church council meetings and provide music ministry updates.
- 7) Post all music ministry-related events on the centralized church calendar.
- 8) Acquire adequate worship leader substitutes for planned absences.
- 9) Maintain and catalog the music library, weeding and adding to as needed in conjunction with the music ministry team.
- 10) Coordinate all on-screen media and graphics.
- 11) Train, coordinate, and administer all media volunteers.

Principal Responsibilities are, but not limited to:

- 1) Lead the adult worship service through congregational music, choir, and praise team.
- 2) Coordinate and lead weekly choir practice and praise team rehearsal.
- 3) Lead in additional services and seasonal musical events as needed.
- 4) In coordination with the Senior Pastor, plan the selection of congregational music.
- 5) Lead and guide congregational singing in a blended style incorporating both traditional and contemporary elements.
- 6) Work with the Senior Pastor in planning the weekly worship service.
- 7) Maintain a needs assessment for materials, maintenance, and repairs of music and musical instruments.
- 8) Visit and minister to choir members and their families as needed.
- 9) Continually learn and remain informed on current music methods, styles, materials, promotion, and administration.

Other Expectations:

- 1) Saved and submits to the inspiration, inerrancy, and authority of God's Word.
- 2) Possesses a mastery of a variety of songs, both contemporary and traditional.
- 3) Has the ability to lead sanctuary choir and congregation through song.
- 4) Is proficient in accompanying congregational songs with various instruments (keyboard, piano, etc.).
- 5) Is competent at reading music in order to coordinate instrumentalists.
- 6) Has the ability to encourage and develop the musical talents of the congregation.
- 7) Possesses good leadership and organizational skills.
- 8) Has experience in developing and implementing multimedia in worship.
- 9) Agrees to a criminal background check prior to employment.
- 10) Has favorable recommendation(s) from the following, as applicable:
 - School of training
 - Current church, as well as former churches where music ministries are shared
 - Current and former places of employment
- 11) Is encouraging, compassionate, dependable, enthusiastic, and faithful.
- 12) Agrees to become a member of Cecilia Baptist Church.
- 13) Has a passion for:
 - Leading a congregation into deeper fellowship with one another and with the Lord through worship.
 - Discovering, employing, and developing the musical gifts of others.
 - Developing an atmosphere of availability to serve the Lord through music.
 - Dedication to a team in growing the ministries of the church.

The Worship Leader is allowed one (1) Sunday per quarter to be absent from worship service in addition to any health emergencies of oneself or immediate family (spouse or child) that may arise.