

# NEW SONG CHURCH

## WORSHIP LEADER

### *Ministry Description*

#### GENERAL EXPECTATIONS

The worship leader will work closely with the Lead Pastor in cultivating worship services and worship teams that help lead our congregation to see and savor the greatness of God and commit to the work God is doing in our midst. This individual is expected to be gifted in leading congregational worship, possess leadership and organizational skills, and be a team player. The Worship Leader must have a commitment to New Song's mission, vision and core values. It is important that the Worship Leader hold and express theological positions on issues of Scripture, salvation, sin and grace, the Holy Spirit, and the sacraments that are consistent with the theology of the United Methodist Church. The worship leader is a key leader in our church who is called and gifted by God.

#### PRIMARY RESPONSIBILITIES AND EXPECTATIONS

1. In concert with the Lead Pastor, plan worship services and sermon series. Pray over song sets for each service, intentionally listening for songs that are going to feed people most effectively and help them respond to God's word and presence.
2. Modeling and leading heartfelt worship in an invitational style – that draws people in, encourages participation and points people to Jesus.
3. Recruiting, auditioning, teaching, and training musicians in the church to serve the congregation as a team with musical skill and humility.
4. Leading weekly rehearsals that serve a dual purpose -- preparation for Sunday and cultivation of Christ-centered community.
5. Building on our traditions, have a vision for where God might be calling our congregation and our musicians to grow in new expressions of worship.
6. Serving as a member of the New Song ministry team, demonstrate a commitment to this congregation and its mission via participation in opportunities such as: fundraisers, events, festivals, services, etc. Advance coordination and communication is to be directed through the Lead Pastor if questions arise.
7. In accordance with *The Discipline*, and under the direction of the Lead Pastor, coordinate and implement additional services as needed, such as: mid-week, evening, funerals, weddings, special events, etc. Work with the Ministry teams to assist in any planning and implementation for quarterly/annual high-emphasis events to connect with people in the wider community (ie: Fall Festival, VBS, Easter, Good Friday, Ash Wednesday, Rise Against Hunger, Hearts & Hands, Christmas Eve, Mother's & Father's Days, Graduation, etc.).

8. Responsible for the purchase of all musical scores and supplies needed for worship within the yearly budget, along with CCLI and CVLI requirements.
9. Recommend an annual worship budget to the Finance Team on or before the requested due date.
10. Uphold standards for the worship environment and aesthetics, including the Commons, and provide decision-making/leadership for decorations as connected to worship, special events, holiday seasons, etc.
11. Other duties as assigned by the Lead Pastor.

- **Basic administrative duties:** PowerPoint presentations, Pro-Presenter, Planning Center Online, service outlines, chord charts, scheduling worship team members, equipment set up, emails/phone calls, and participate in weekly staff and service planning meetings.
- **Ministry development:** Recruit and audition musicians. Lead monthly worship team gatherings. Read up on theology, music/worship theology and technology improvements.

#### **STAFF RELATIONSHIPS**

The Worship Leader will work under the direct supervision of the Lead Pastor and is accountable to the Lead Pastor, Staff-Parish Relations Team (SPRT) and the Leadership Council. The Worship Leader will be a resource person and consultant to the Leadership Council and other Ministry Leaders. In this capacity, the Worship Leader will be aware of the major ministry responsibilities and be available to confer with them, offering them the benefits of their knowledge and skills as needed or requested. The Worship Leader is a member of the Ministry Resource Team.

#### **CONTINUING EDUCATION AND SPIRITUAL GROWTH**

All New Song UMC staff members are encouraged to seek job-related continuing education opportunities as well as spiritual growth opportunities, as is reflected in both the budget and commitment to lifelong learning. The Worship Leader is expected to attend at least one complete worship service each week. Exceptions to this requirement are when on vacation or illness.

#### **PERFORMANCE EVALUATION**

The Worship Leader will meet periodically (and/or close to the annual anniversary of their hiring) with the Lead Pastor to assess employment and ministry performance. The Ministry Description will be reviewed and the Worship Leader will be asked to discuss any suggested changes. Following the meeting, the Worship Leader will be given a written copy of the assessment. If needed, direction will be given to correct deficiencies or to strengthen employment/ministry performance. The assessment may be used by the SPRT when considering salary adjustments. Salary level is approved by the Leadership Council after consideration of recommendations by the SPRT and Finance teams.

#### **HOURS**

This position is full-time (a minimum of 40 hours per week), exempt from FLSA.

**Approved:** 10/21/2019