



# Worship Leader

## three timbers church

The Worship Leader's primary responsibility is to plan, coordinate and lead Sunday worship service(s) for the church. The Worship Leader prays, sings, and interacts with the band, pastor, and church members to ensure the service flows as smoothly as possible from beginning to end. This is a part-time position, anticipated 10-15 hours per week.

### Responsibilities

- **Worship and Music Ministry Leader**
  - Lead worship on Sunday mornings
  - Lead transition prayers/comments between songs as needed
  - Provide input and assist with stage design to create an inviting, worshipful atmosphere where people can encounter God
  - Oversee technical aspects of worship including sound, lights, media and staging which includes coordination on Sunday between the Creative Team (band, vocals, audio, visual) and the Worship Team (band, vocals) as well as Set up crew
  - Assist with set up/tear down on Sunday service
  - Midweek Worship (prep/record/upload to YouTube/Facebook, create corresponding graphic upload to social media)
  - Plan and conduct weekly rehearsal (including Planning Center notes)
  - Select music and schedule music on Planning Center which coordinates with the message
  - Responsible for uploading the lead sheets as well as vocal sheets onto Planning Center for team access
  - Schedule Sunday worship teams
  - Attend weekly staff meetings
  - Attend monthly meetings with Session
  - Attend annual planning retreat
  - Develop a strong sense of commitment and camaraderie within the worship team which may include team building exercises, group studies and upholding the Covenant for the Creative Team
  - Recruit members to your team and help team grow in their ministry. This includes vocalists and instrumentalists. The process is to include auditions to assure quality.
  - Maintain and oversee music instruments, repairs, identify needs. Recommend changes if needed
  - Develop and operate within a budget with the support and assistance of the business manager
  - Assure licensing for ProPresenter and CCLI is in place
  - Add or change graphics to ProPresenter as needed

- Catalog songs for CCLI for a 6-month period every two years
- Organize and coordinate worship and music for special events (Bennington Daze, Maundy Thursday)

### **Accountability**

- Reports to the lead pastor and session

### **Qualifications**

- Has an ongoing personal relationship with Jesus Christ as Lord and Savior
- Believes that the Bible is the inherent and infallible word of God
- Accepts the EPC Essentials of Faith
- Has the ability to read music and sing in a pleasing manner on-key
- Ability to play a musical instrument preferred
- Preference is experience in ProPresenter, Planning Center and any other applicable software

### **Education and Experience Requirements**

- High school graduate
- College degree preferred
- Has experience as a leader of a band or choral group preferred

*To apply or for more information please email [info@threetimbers.org](mailto:info@threetimbers.org)*