

## POSITION DESCRIPTIONS

### **Staff Position: The Bridge Music and Worship Leader**

#### **Purpose of Position:**

To provide vocal and instrumental leadership of music ministry, working closely with the pastors and band members to plan and build a dynamic and uplifting worship experience.

#### **Employment Classification:**

Part-time exempt (15 hours per week)

#### **Work Schedule:**

As scheduled with pastors during week for staff planning and rehearsals with band, and worship on Sundays.

#### **Line of Authority:**

The Bridge and Music and Worship Leader reports to and takes direction from the Head of Staff and the Director of Music and works with and through the Bridge steering committee and the Worship Committee of the church.

#### **General Responsibilities:**

The Bridge Music and Worship Leader is expected to develop, plan, implement and oversee the music for The Bridge worship service; work with the pastors, Director of Music, and The Bridge Worship Team to coordinate and assist in leading the entire worship experience for The Bridge; display leadership, organizational, educational, communication and relational skills in the performance of these duties; join with the total church staff in working as a team for the benefit of the church's life and ministry, and; exhibit a depth of faith and commitment to Jesus Christ in both personal and public life.

#### **General Responsibilities:**

The Bridge Music and Worship Leader will:

- Be a dynamic, energetic, and creative Christian leader.
- Have experience in the field of leading others in music and worship, preferably within a church setting.
- Be knowledgeable of and comfortable with a variety of musical styles, blending the best of traditional and contemporary within a worship setting that reflects the best of Presbyterian/Reformed heritage.
- Express a sincere love for the Lord and Christ's Church and be comfortable expressing faith to and developing faith with others.
- Express a sincere joy for music and worship, and be willing to work with others to develop and express that joy with a larger congregation.

#### **Specific Duties:**

1. Develop, plan, implement and oversee the music ministry for The Bridge.
2. Assist in designing and leading worship for The Bridge.
3. Assist in recruiting, training, resourcing and supporting the volunteers who work within the music and worship team.
4. Guide and develop others so they are able to offer their musical gifts within The Bridge worship service.
5. Offer strong vocal and instrumental leadership in worship.

6. Conduct weekly rehearsals with others involved in musical gifts with The Bridge worship service.
7. Assist in developing the printed and audio/visual materials necessary for weekly worship.
8. Oversee the planning of music and worship for occasional special services or other events that will strengthen and enhance this ministry.
9. Oversee the care of equipment that pertains to this ministry.
10. Make recommendations in preparation of annual worship and music budget.
11. Take direction from and work with the Director of Music and Pastors.

**Terms of Position:**

1. This is a part-time position, which is understood to be 15 hours a week (including worship and rehearsals), 52 weeks a year.
2. Position could include additional responsibilities and hours depending on the qualifications of the candidate.
3. Paid time off in accordance with the church's vacation policy.
4. Any additional absences will be without compensation and approved in advance.
5. The session through the Staff Support Committee will review the terms of his position after three months.
6. The employee will adhere to all of the personnel policies established by the church in accordance with Section 4, Paragraph B of the Human Resources Handbook.

**Review of Position:**

At least once a year a conference will be conducted by members of the Staff Support Committee to discuss the employee's concerns, working conditions, performance and compensation. This review will also serve to clarify performance and job responsibility with input from the minister as Head of Staff.

Updated 10/11/16