
CONTEMPORARY WORSHIP MUSIC LEADER
POSITION DESCRIPTION

Position Title:	Contemporary Worship Music Leader
Functional Classification:	Professional Staff
Responsible to:	Associate Pastor
Full-time or Part-time:	Part-time

Our Mission

Because of God's love for us through Jesus Christ, we exist to worship, grow and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

Our Vision

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engaging as the heart, hands, and feet of Christ in the world.

RESPONSIBILITIES:

The Contemporary Worship Music Leader provides leadership to and oversight of the music ministry for the Contemporary Worship Service.

GENERAL AREAS OF RESPONSIBILITY:

1. Plan Contemporary Worship Service music
2. Prepare all musical parts for worship, so that music can be a non-distracting, seamless vessel of worship for those around you
3. Meet and coordinate with the Contemporary Worship Service pastor to plan sermon series, music, scriptures, special elements, etc.
4. Communicate service order with pastor and staff members responsible for bulletin creation
5. Create a ProPresenter slide presentation that contains pre-service announcement slide loop, song lyrics, announcement slides, sermon slides, and any other pastor-requested elements
6. Schedule and communicate with all volunteers (lyric slide presenter, sound engineer, band members and live stream engineer)
7. Lead band rehearsal (either Wednesday night or early Sunday morning with all band members)
8. Maintain relationships with volunteers and congregation
9. Prepare monthly financial reports and submit receipts related to the Contemporary Worship Service music program
10. Submit timesheet at designated intervals
11. Maintain all equipment, replacing when needed

12. Coordinate space set up, and changing periodically (with liturgical calendar and/or sermon series) in collaboration with Contemporary Worship Service pastor
13. Recruit volunteers of all ages and demographics to play in the band/serve in the sound booth
14. Collaborate with the Traditional Music Director to develop a coordinated strategy for the church's music programs

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

- Positive and collaborative approach to working on a team
- 2+ years of experience leading music for worship service
- Strong ability to lead vocally and from a chord-based instrument simultaneously (multi-instrumentalists strongly preferred)
- Experience in an administrative/organizational role
- Strong skills with ProPresenter/slide design software (such as Canva, Adobe programs, etc.) and music software (such as Song Select)