

## **POSITION: Worship Leader**

### **PRINCIPLE OBJECTIVE:**

To equip the Highland Baptist Church (**HBC**) family in its mission of leading all preschoolers, children, students and their families to engage the community for Christ through worshipping together (**WORSHIP**), growing in relationships with God and others (**GROW**), serving inside and outside the walls of the church (**SERVE**), and sharing the gospel of Jesus Christ (**SHARE**).

### **A NOTE ABOUT THE POSITION:**

This position would require a second discipline, such as Pastoral Care, Outreach, or Missions. This would be discussed with each individual candidate to determine the best fit and need of the church.

### **(For Eli Harkey Secondary Discipline)**

- Partner with the Lead Pastor to implement the church's mission, vision, and strategic goals.
- Serve as a communication bridge between the Lead Pastor and ministry leaders to ensure clarity, accountability, and alignment.
- Ensure ministries and teams are aligned with the church's direction through regular communication and collaboration.
- Meet with individuals in leadership roles, including staff, to encourage, equip, and empower them to strive toward excellence where they serve.
- Lead or facilitate strategic planning sessions with key ministry leaders (e.g., children's, discipleship, outreach).
- Help develop and refine systems, workflows, and

### **ESSENTIAL WORSHIP FUNCTIONS:**

- Responsible for leading, planning, organizing, conducting, and evaluating a comprehensive worship ministry for HBC.
- Responsible for recruiting and developing new volunteers for the worship ministry including for worship teams, age-graded choirs, and vocal/instrumental ensembles.
- Responsible for coordinating with staff and lay leaders for planning and promoting graded music programs, rehearsals, seasoned choirs, VBS, and other potential programs.
- Assist the Lead Pastor in planning the order of service for all worship services.
- Shepherd, train, manage, care and invest in genuine relationships within the HBC community.
- Look for ways to inspire non-musical worship experiences for the church body.
- Oversee and coordinate with the church's worship tech ministry.
- Oversee the maintenance of all musical instruments owned by HBC.
- Continue to receive training to maintain an effective and current ministry.

### **ESSENTIAL GENERAL FUNCTIONS:**

- Maintain a vital and growing relationship with Jesus through prayer, Bible study and relationships with other Christians.
- Advise, assist and support all workers through regular communication so they will focus their efforts on disciple making.
- Encourage outreach in our community to those who do not yet know or follow Jesus.
- Create and lead worship ministry leadership teams to work cooperatively with the church council in the development of a church ministry action calendar.
- Serve as a member of the Church Council
- Cooperate with HBC staff and program organization leaders to support and promote overall ministry efforts.
- Cooperate with the Stewardship Team to develop a worship budget and operate within that budget.
- Assist in pastoral care visitation, as needed, particularly when it is within worship ministry area.
- Attend and participate in all staff meetings and retreats.
- Other duties as assigned by the Lead Pastor.

### **SUPERVISION:**

**The Worship Leader** is called by the church body in accordance with established church policy and reports directly to the Lead Pastor, in cooperation with the Personnel Team.

### **PERSONNEL CONSIDERATIONS:**

- The **Worship Leader** is expected to work at least a 32-hour week with a schedule that best serves the needs of the Church and the fulfillment of the duties of the office. The **Worship Leader** will coordinate a work schedule with the Lead Pastor.
- The **Worship Leader** will receive three weeks paid vacation. These days are not to be accumulated. Except in cases of emergency, one month's notice is to be given to the Lead Pastor in scheduling vacations.
- The **Worship Leader** will accrue six days of sick leave or personal leave annually. These days are not to be accumulated.
- The following paid holidays are included each year. New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving (2 days), Christmas Eve and Christmas Day. If the holiday falls on Saturday or Sunday, either Friday or Monday can be taken.
- The term of the call is indefinite. At the time of termination of employment, there shall be a two-week notice given by either party. If the church elects to terminate, it will be done in accordance with established policy. (See Bylaws, Article III, Section 1B3)