……………………………………………….. PRESBYTERIAN CHURCH

LAY MINISTRY: WORSHIP LEADER

**Position Description**

The role of the Worship Leader is to contribute to the sense of worship experienced by the congregation during church services and ensure the smooth flow of the service. The Worship Leader will work alongside the Minister and Elders to carry out this mission as a member of a worship team.

**Key Responsibilities**

In accountability to the Minister and the Session/ Church Council, the Worship Leader will develop and manage the music ministry of the congregation. Responsibilities include:

1. Establish and maintain a database of songs and music used by the congregation
2. Maintain schedule of songs sung as required by CCLI
3. Work with the Minister/ Guest preacher to select appropriate songs for each service of worship
4. Prepare worship group’s files for songs and music for Sunday services
5. Prepare songs, notices, other visual material for data projector
6. Confirm availability of musicians/ organist and data projector & sound system operators for Sunday and other services
7. Attend worship services to guide proceedings
8. Ensure that lights, sound system, data projector and other forms of equipment are in working order before the start of each service
9. Introduce new songs and encourage congregation to extend their worship in song
10. Schedule and oversee practice sessions for worship group
11. In liaison with Session/ Church Council, arrange special focus worship services, eg Good Friday, Easter, Pentecost, Christmas

**Skills and experience**

* Display evidence of a call to leading corporate worship in a local church
* Possess good communication and organisational skills
* Have the ability to read sheet music and play an instrument. A strong singing voice would be an advantage.
* Be able to perform services independently and without direct supervision.
* Have the ability to communicate clearly and concisely, both orally and in writing
* Have the skills to create and maintain record-keeping and filing systems
* Have good “people skills” for relating to Ministers, staff, co-workers and church members.

**Length of Term**

One year, renewable

**Benefits to the Volunteer**

The primary benefit is the opportunity to enhance the quality of worship being experienced in the local church.