

JOB DESCRIPTION
Contemporary Worship Leader

TRINITY PRESBYTERIAN CHURCH
5533 North 16th Street, Arlington, VA 22203
Revised, January 22, 2022

This is a part-time position (20 hours/week) that reports to the Pastor/Head of Staff.

Trinity's mission is to CONNECT in meaningful ways, to GROW in our faith, to SERVE those in need, and EXPERIENCE God's presence in our daily lives.

Need for position in support of our mission:

1. Connection and Experience through Celebration: To heighten worship in the church, contributing to the spiritual life of the congregation through leadership in service and music.
2. Growth and Connection through Education: to make the Praise Band a religious, artistic and recreational factor in the lives of Trinity members and their children; to develop and train congregants for individual participation in worship; to teach appreciation for contemporary Christian music and other sacred music; and to develop a spirit of cooperation.
3. Connection, Grow and Serve through Proclamation: To serve as an outreach to the community and to the world.

It is expected that Trinity's Contemporary Worship Leader will:

1. Be present at Trinity Sunday mornings, 7:30am-11:30am. The CWL is responsible for ensuring the set-up (equipment, audio/sound check), band warm-up, worship service, break-down of musical equipment and interaction with congregation.
2. Exhibit a sense of vocation; be willing and able to use musical gifts and training in the service of the community of faith.
3. Promote with music the spirit and liturgical action of the cycles and seasons of the church year.
4. Be able to teach and to lead the congregation in meaningful participation in worship.
5. Be familiar with Presbyterian traditions and special celebrations and events of Trinity Church.

6. Prepare for every rehearsal, service and performance. Even when the Contemporary Worship Leader is not available for service, the CWL will arrange for the worship music to be covered by volunteers or guest musicians.
7. Maintain courteous and respectful relations with all staff and members. Supervise volunteer musicians in a professional and caring manner.
8. Be available for special services and events, for example, funerals, all-church services, occasional evening services (Easter, Advent, etc.).

The job of Contemporary Worship Leader covers a broad spectrum of activities. Leadership and communication skills are important for motivating and teaching musicians and leading the congregation in worship. As a staff member of Trinity, the Contemporary Worship Leader will need to project the Christian virtues of friendliness, genuine concern, helpfulness, and kindness with all whom the CWL interacts with. The ability to work as a professional with other professionals such as clergy and other musicians is fundamental. Although work in worship services is visible, much of the other work, such as preparation, is not. Both types of work are essential to the job.

AREAS OF RESPONSIBILITY FOR THE CONTEMPORARY WORSHIP LEADER

1. (25% - 5) Sunday Worship Leadership
 - a. Rehearse and lead music to enhance worship before, during, and after services
 - b. Prepare lyric slides that the congregation will be singing each Sunday in a form that will be easy for slide runner to run and congregation to follow
 - c. Work with staff on all necessary advance preparation for worship services — music selection, slides, etc.
2. (25% - 5) Lead and Minister to Praise Band and Other Soloists/Small Groups
 - a. Prepare for and lead weekly Praise Band rehearsals; encourage/recruit members (treat like a “small group” - fellowship and nurture as needed).
 - b. Encourage and recruit other members of congregation such as — adults and youth — for occasional participation in worship services.
 - c. Look for/be open to opportunities to work with children on music — e.g. children’s moments, Sunday School hour, Vacation Bible School.
 - d. Prepare/utilize resources for at-home rehearsal by Praise Band as appropriate.
3. (20% - 4) Preparation and Performance
 - a. Maintain technical skills with regular practice.
 - b. Maintain knowledge of new music and trends.
 - c. Work to identify and introduce new pieces to be included in Sunday worship, by the Praise Band and others.
 - d. Learn and adapt song accompaniments and arrangements.
 - e. Supervise instrument and equipment maintenance as needed.
 - f. Grow professional skills through continuing education events and conferences.

4. (15% -3) Administrative Planning

- a. Attend staff meetings (twice a month)
- b. Recruit and train volunteers to run worship slides and sound board
- c. Attend Worship and Music (W&M) ministry and Session meetings as requested and necessary to provide needed input on issues related to Contemporary Worship that may arise.
- d. Work with staff and W&M ministry to develop and manage the annual budget for the music program
- e. Maintain inventory log of Contemporary Worship a/v equipment, music, and sound gear; work with W&M Ministry and staff to budget for and acquire necessary maintenance and new acquisitions.
- f. Report music used under CCLI licensing on a weekly basis; work with staff on other special copyright issues

5. (10%) Outreach

- a. Help build the Trinity community by supporting and attending special events such as fundraisers, coffee houses, whether at or outside of Trinity
- b. Contribute materials to be used in the church newsletter and social media on a regular basis and ensure the Contemporary Worship page is maintained on the website.

6. (5%) Other Task and Duties Assigned by Management