

**SAMPLE
WORSHIP LEADER MINISTRY DESCRIPTION**

Date



www.GrowChurches.com

LEADERSHIP RESPONSIBILITIES

1. Be accountable to the Lead Pastor. Communicate with the Lead Pastor on a weekly basis. Communicate about upcoming series and messages, special events, holidays, etc. Take events into consideration when working on the song lists.
2. Attendance at all weekend and midweek services is required.
3. Attend leadership meetings.
4. Agree to keep the Honor Code.
5. Use Ministry Report forms to communicate needs of people with the church office.
6. Put together a monthly song list for the Lead Pastor and worship administration.
7. Oversee the development, training, and ministry of the Worship Ministry.

LEADERSHIP QUALIFICATIONS

1. Be passionate about presenting a relevant and relational Jesus to the church and the unchurched through various styles of worship.
2. Promote teamwork and communicate value to each team player individually and as a group. Guard against strife.
3. Lead with humility and a heart to serve God, the pastor, and the team.
4. Be self-motivated, creative, organized and disciplined.
5. Treat people with dignity, respect, compassion and integrity at all times.
6. Be able to communicate and establish good working relationships with all levels of people, including the pastor, the Lead Team, the Worship Team, church members and people in the community.

SCREENING AND TRAINING APPLICANTS

1. Recruit and equip those gifted and called to serve on the Worship Team.
2. However a person comes to you, give them a Worship Application, the Honor Code, and the Worship Ministry Handbook
3. When they return the Worship Application, do the following:
 - Put their name on a folder with their application.
 - Check their Qualifications:
 - Make sure they have signed the commitment and the verification on the back.
 - Check to see that the LIFE is their home church and have gone through Plug-In 1
 - Look for the date of their salvation.
4. Call the applicant for a meeting.
Bring the applicant's folder, the Interview Questions, and any questions you have written down. File their folder under "To be Auditioned." Check their references.
5. Set up the audition.
Give an audition CD to the applicant. Give them the audition date. Give them at least one week to practice. Since we are in early development, we may simply ask them to come to a practice and play or sing for us before the team arrives.

Have three people on the panel. After the audition, pray about and discuss the applicants with the panel, and decide if they have the talent to be a part of the Worship Team. Our Worship Team should be a reflection of the people in our church and have a good balance between ages, genders, and ethnic diversity.

6. Call each applicant and let them know if they have been approved or not.
If they have been approved, let them know to come to the next four practices to learn the music and participate with the Worship Team. There will be an exit interview to make a final decision. If they are not approved, encourage them to find their place in ministry.

Make a copy of their application. File the original and give the copy to the Connections Pastor.

7. Fellowships
To build relationships, get together with the Worship Team once a quarter to do something fun. Once in awhile, do something just with the band or just with the singers.

PRACTICES AND REHEARSALS

PRACTICES

Meet on Wednesdays from 7 to 8:30 pm. Keep the practices under 90 minutes. Every singer and musician should be there.

For the first ten minutes share something from the Bible to encourage them in their ministry. Take a few minutes and pray over any needs. Make any announcements. Once a month give them their calendars. Go through the songs that are going to be done that weekend, concentrate on any new songs.

When introducing a new song, pass out chord charts/lyric sheets with the music on CD. Include parts on the CD for the singers. Introduce one or two new songs a month.

REHEARSALS

Meet on Sundays from 7:30 to 9:00 a.m. to set up and prepare for the morning service. Since we do not have the facilities to practice with a sound system, Sunday rehearsals are vital to preparation for ministry.

ADMINISTRATION

1. Keep all applications on file either under "Call for Audition," "Current," "Past," or "Denied."
2. Develop a monthly calendar with rehearsal dates, service dates, and special events. If you want to coordinate the look for a service, include a note on what colors to wear.
3. Develop resources including websites, stores, magazines, books, personal contacts, etc.
4. Be responsible for making sure all music in all forms have the proper copyright and CCLI licensing number displayed.
5. Report church song use to CCLI. Keep track of songs using Song Select.
6. Attend workshops and leadership conferences.
7. Oversee the purchasing for the Worship Ministry and keep a record of spending. Work with the Financial Administrator for tracking expenditures.

MUSIC FILES

1. Develop chord sheets for each song, save on hard drive and back up.
2. Individually file hard copies of chorded songs in individual folders in alphabetical order by song title. File lyric sheets in the same folder.
3. Type master song list, save on a hard drive, and back up. Keep a second back up copy in a separate location. Keep a hard copy of the current song list on file.

OTHER

Be willing to do anything else the pastors ask you to do.