Praise and Worship Leader Position  
at Salem United Methodist Church  
140 North Penn St, Manheim PA 17545

Pastoral Passion Statement

The successful candidate will have a passion for Jesus Christ, a passion for leading worship, and the ability to effectively communicate both. He/she will be gifted in improvisational, Spirit led worship and have the desire to change lives. He/she must seek excellence in musical leadership. He/she will engage in creative, imaginative, vision building leadership and will have the opportunity to engineer a renewal of the Praise and Worship Service. He/she will have a pastoral heart, a teachable spirit, and dynamic leadership skills. He/she will discern that their worship ministry is a calling from God, and be fully committed to making a difference.

Together, we can change lives and make disciples.

Working Environment

The Praise and Worship Leader will work closely with the Senior Pastor and other ministry associates who are directly responsible for the successful implementation of Sunday worship services. This includes the office manager, the multi-media (slide) and sound technicians, and the Praise Team.

He/she will need to communicate directly with these persons in a timely manner. Weekly deadlines are set in order to respect the time and dignity of all those involved. Interpersonal and excellent communication skills are an important part of our team ethos.

He/she will report directly to the Senior Pastor. This includes a weekly planning meeting. He/she will have a weekly rehearsal with the Praise Team.

The staff and ministry of SUMC is collaborative. We work together and invest in one another’s ministries, always seeking crossover opportunities that strengthen individual ministries and our collective ministry to our congregation and community.

Salem UMC Church Profile

Staff Profile

How many people are in paid staff roles and what are their roles? Are they part time or full time?

Currently we have eight people on paid staff. The Senior Pastor is the only person who is full time. There is an office manager, a business manager, an organist and director of traditional music, an interim praise and worship leader, a youth pastor, and a custodian.

How long has each staff member been on staff?

Staff member’s longevity range from over a decade to several months.

Describe the culture of the staff. All business? Best buds? Overtly spiritual? Leadership driven?

The staff and ministry associates of SUMC is collaborative. We seek to work together, investing in one another’s ministries. Because most of the staff is part time, building relationships with one another can be challenging. One goal is for us to meet socially on a quarterly basis.

Service Profile

What instruments do you have playing in your worship band?

Acoustic and electric guitars, bass guitar, drums, several vocalists. We also have an electronic
keyboard and a baby grand piano.
What is the average attendance for the worship gathering? **20-40**
What are some songs you’ve been doing recently? What is your master song list?
**Already sent under separate cover.**
Do you sing hymns?
**Yes, in a contemporary arrangement.**
How many songs do you usually sing at the worship gathering?
**Five to six.**
How many minutes do you typically spend singing in worship?
**Thirty +**
How far in advance does the team expect to receive a list of songs, chord charts, and recordings?
**Can be worked out.**
What is the typical schedule for the worship gathering? (order of worship)
**Gathering, Welcome, Praise & Prayer, Scripture, Message, Offering, Sending Forth**
What is the typical arrival/departure schedule for the people serving at the worship gathering?
**Service starts at 11:15. Arrival is one hour before.**
Describe the audio system.
**Not sure but it’s brand new. Can get that info if needed.**
What software do you use to project lyrics?
**Pro Presenter**
How do the lyrics get put into the computer (by whom and by when)?
**All slides including the song lyrics are created and input by the Multi Media person during the week prior to the service.**
Describe your musical style.
**To be decided but would prefer a leader who understands multiple genres and can bring that musical understanding to worship.**
Are there any special considerations we should know about? Describe the worship team culture.
**In need of substantial leadership and encouragement.**
What is the pastor’s vision for the worship gathering? What is a “win”? **Passion filled, somewhat charismatic, and life changing.**
If there communion is served, what is the worship leader/team’s responsibility?
Communion is served monthly. Worship leader usually plays softly in the background during the distribution of the elements

**Theology Profile**
The United Methodist Church is filled with churches that are on either side of the theological spectrum. I would say that the congregation of Salem UMC probably has a little of both, but in general I find them to be somewhere in between the two extremes of conservatism and liberalism.

**Vision Profile**
Why do you exist as a spiritual community?
**Our mission statement is “Serving through Christ.”** The Salem congregation definitely has a heart for serving.
What are your values? What are the top three long-range goals? **In progress.**
Do you have a “target demographic” that you feel called to reach? **No**

Church Website: [http://salemumcmanheim.org/](http://salemumcmanheim.org/)
Worship Leader Job Description

**Position Summary:** The Worship Leader will *shepherd and develop the artists* by providing musical worship leadership at the worship service by:

1. Creating an inviting, worshipful atmosphere, a space in which people can meet with God.
2. Leading the congregation and the members of the worship ministry in growing their own relationships with the Lord through worship; Establishing a God-honoring culture of worship among the congregation by developing a family of worshipers who are filled with faith to walk in freedom.
3. Mentoring a team of worship leaders who rotate in giving leadership.

**Responsibilities:**

1. This person will lead all aspects of the worship service except for the message (given by the lead pastor)
2. Lead and train others to lead the musical worship for the worship service
   a. Be prepared to lead congregational singing with the worship team [or alone]
   b. Utilize a mix of new, current, local, and traditional songs staying current on US trends in worship music
   c. Be able to read scripture and pray as needed
   d. Be available for special services including funerals, communion services, love feasts, etc.
3. Lead the Worship Team
   a. Build positive social dynamics and quality music
   b. Lead an efficient, well-organized, and fun weekly Worship team rehearsal to work on music for the upcoming service, new music, arrangements and parts, and goals, with input from the group members
   c. Help less experienced participants become knowledgeable of their instruments and roles
   d. Strengthen the individuals on the team by helping them grow in their spiritual formation
4. Work in a team relationship with the Director of Technical Ministries [audio, video, and lighting]
   a. Meet regularly with the Director of Technical Ministries to plan worship service details, and provide weekly song order and lyrics to the computer operators in a timely manner.
   b. Be responsible for a consistent, quality sound mix by giving regular Timely Specific Feedback to the techs
5. Communicate with the Lead Pastor on a regular basis to discuss worship themes and maintain a trust-based working relationship
6. Cooperate with the Church Board, and Staff to enrich the worship ministry of church and promote cooperative relationships among its many people in ministry
7. Participate in staff meetings and training as well as Denominational training events.
8. Establish a creative planning team to design worship services and special creative elements, i.e. drama, faith stories, spotlighting announcements, etc.

**Philosophy:** The Worship Leader must provide leadership in three areas: Organizational Leadership, Team/Event Leadership, and Support Leadership. Initially, these areas will be small and all handled by one person, but for the ministry to grow, the responsibilities must be spread out among others. The worship leader must always be looking to empower others with significant responsibilities. Leaders who are primarily “doers” always limit growth.

1. Organizational Administration: Long-range Plan, Create Structure, Set Goals & Budget, Personnel Issues, Mentor Leaders, Meet with Leaders, Pastoring Teams, membership in groups for worship leaders
2. Lead Events/Train People: Lead Worship, Lead Rehearsal, Training Events, Mentor team members, Worship Teams, Provide Resources
3. Administrative Tasks: Work with Technical Ministries, Chord Charts, Schedules, Licenses, Communications

**Roles:** We believe that a great worship leader embraces and grows in these roles: [used by permission by Kelly Ballard, www.beyondworship.com]

1. Theologian – one who handles the Word of God well, who maintains faithfulness to Truth
2. Host – one who shows hospitality, builds rapport, works toward connectedness, and interprets the moment
3. Shepherd – one who provides pastoral care, safety, and direction to those following
4. Prophet – one who gives clarity and purpose, who interprets the voice and emotion of God
5. Architect – one who designs the service plan to share the Christ Story
6. Coordinator – one who functions as the glue, looks for synergy, develops unity, and fuels chemistry
7. Psalmist – one who creates beauty, builds huge musical dynamics, uses the arts to their fullest
Qualifications:
Personal Christian Walk:
1. A trusting relationship with Jesus Christ that is clearly exhibited in the leader’s life – you just get the sense that they know God intimately
2. Seeks after and follows the leading of the Holy Spirit, does not walk in the fear of man, and walks in authority

Training/Experience:
1. Skilled Instrumentalist [preferably guitar and/or piano] – a true musician
2. Lead quality vocalist – a strong, listenable voice to be easily followed
3. Ability to bring the out the best in team members
4. 3 to 5 years experience preferred in church and/or other Christian worship ministry is required
5. Basic knowledge of sound, video, lighting, audio recording and editing is helpful

Spiritual Gifts and Passions:
1. Leadership [the ability to influence]
2. Servant [the heart to help others wherever is needed]
3. The Psalmist [one who loves to sing]
4. The Minstrel [one anointed to play]
5. The Worshippers [one who is wholly given to Another]

Relationships:
1. Joyful submission to Godly authority
2. Friendly, open, honest, seeking community, encouraging, with good chemistry with existing teams
3. Must be a person of integrity
4. Must have healthy relationships with his/her spouse and children and their support for involvement in this ministry; not enslaved to debt (except for personal residence)
5. Leaders are expected to participate in the shared life, personal growth, and accountability of a small group.

Organizational Skills:
1. The ability to maintain quarterly schedule for him/herself, the Worship team members, handle details related to worship planning and be prepared with planning ahead in worship, using Planning Center Online.
2. The ability to organize and communicate clearly and consistently.

Theology:
1. Compatibility with the doctrine of this church and support the mission and vision of the church.

<table>
<thead>
<tr>
<th>Weekly Time expectations:</th>
<th>Quarter-time</th>
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</thead>
<tbody>
<tr>
<td>Sunday Worship Service(s)</td>
<td>4.0 hours</td>
</tr>
<tr>
<td>Weekly rehearsal</td>
<td>3.0 hours</td>
</tr>
<tr>
<td>Prep work for worship</td>
<td>2.0 hours</td>
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<tr>
<td>Weekly Worship Design Team meeting</td>
<td>1.0 hours</td>
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<tr>
<td>Meeting with Pastor</td>
<td>1.0 hour</td>
</tr>
<tr>
<td>Training/Mentoring</td>
<td>1.0 hour</td>
</tr>
<tr>
<td>Administrative duties</td>
<td>1.0 hour</td>
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Average total weekly hours 13 hours

Average total weekly hours 10-13 hours with up to 2 Sundays off.
Since this is a part time position, there are no additional benefits.
Salary commensurate with experience.
This position requires a six-month probationary period.
Must have satisfactory, current background checks prior to assuming role.

Supervisor: Lead Pastor. Shall be formally evaluated on an annual basis by the Lead Pastor and the Staff Parish Committee.

To apply, send your resume, cover letter, and video to Jeremy Graeff, Jeremy@adlibmusic.com