

Hebron Church
Position Description

POSITION: Traditional Worship Leader

DATE: April 2025

REPORTS TO: Pastor

EMPLOYEE STATUS: Part-Time, Non-Exempt

GENERAL RESPONSIBILITIES:

The Traditional Worship Leader is primarily charged with oversight and leadership of the Traditional Worship service under the direction of the Pastor. The person in this position must maintain a healthy relationship with Jesus Christ and ensure that the music selected for worship lifts up Jesus Christ and is consistent with His Word.

QUALIFICATIONS:

Since the Traditional Worship Leader plays a role in the faith development of members of the church, both as a leader and as an example, Hebron seeks a professional leader who has a solid understanding of the foundations of the Christian faith. The following qualifications are desirable.

1. Degree in Music or related field
2. Ability to play various musical instruments including the piano and organ
3. The ability to work with all ages
4. Good communication and organizational skills
5. Basic computer skills and ability to work with Worship media

AREAS OF RESPONSIBILITY:

1. Direct Music for the Traditional Worship Service:
 - Select and plan music and liturgy for traditional Sunday worship services and special services
 - Maintain communication and working relationship with Barclay Worship Leader and serve as a substitute worship team member as needed
 - Lead the congregation (along with the organist) at traditional services
 - Plan, rehearse and perform music for all weddings, funerals and memorial services except when otherwise determined by mutual consent of the Traditional and Children's Worship Leader, Organist, Pastors, and Barclay Worship Leader
 - Substitute for Organist as needed
2. Lead Adult Chancel and Bell Choirs:
 - Spiritually lead all groups – teaching, devotions, prayer
 - Select and plan music
 - Plan and direct weekly rehearsals for both groups
 - Initiate and maintain contact with existing and prospective choir members
3. Manage Specialized Areas of Music Ministry:
 - Plan, organize, and select special music and musicians for traditional worship service
 - Rehearse with soloists/instrumentalists
 - Build repertoire of special music options

4. Administration:

- Maintain effective working relationships with all staff persons through participating in staff meetings, worship preparation and regular ministry coordination
- Provide oversight and support to the Organist/Choir Accompanist
- Secure suitable substitute(s) during absences
- Coordinate and schedule maintenance of musical instruments, i.e. cleaning, tuning and repairs
- Prepare recorded worship service for posting online and assist with other media as requested and as time permits
- Make recommendations to purchase replacement and/or new instruments and sound equipment needed to perform required music and programs for the sanctuary.
- Maintain professional competency through continuing educational opportunities including attending music and worship seminars and conferences

WORKING CONDITIONS:

The position of Traditional Worship Leader requires great flexibility in work hours, including evenings and weekends. The position is a part time, non-exempt position. It is recognized that the schedule may vary at different times of the year but is generally 15/20 hours per week. It is, therefore, understood that the Worship Leader shall:

- Be entitled to a study allowance of an amount to be determined on a yearly basis
- Maintain regularly scheduled office hours; and provide contact information to the church office when not in the office during daytime hours
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence
- Arrange to receive messages in the case of extended time away from the office

Physical Demands of the position; ascending/descending stairs, walking/standing/sitting, communicating with staff and congregation, typing, playing a variety of instruments, moving items up to 50lbs

Hebron Church is an Equal Employment Opportunity Employer, Minorities/Females/Veterans/Individuals with Disabilities