

**PWCC Job Description**  
**Traditional Worship Leader**

**To apply:**

- a. Submit resume with at least three references to traditional@palmwestchurch.org.
- b. Submit a video leading worship along with applicable experience.
- c. Indicate applying for:
  - Part-time music position to lead traditional worship.
  - Full-time position leading both traditional and contemporary services.
  - Full-time position leading traditional worship and being the media/technology lead.

**Classification:** Exempt, part time, salaried with 2-5 years related experience. Job can be full-time with benefits if candidate is willing and able to carry out a secondary area of ministry (Contemporary Worship Leader and/or Media Technology Lead).

**Salary Range:** \$1,300 - \$1900 monthly (Part-time) // Full-time negotiable

**Reports to:** Senior Pastor

**Date:** August 15, 2021

**Work Schedule:** Weekly (varying schedule of 15-20 hours per week, depending on weekly needs)

**Job Objective:**

The Traditional Worship Leader oversees worship service flow, song selection, musicians, and the overall performance for creating a well-organized, memorable traditional church service. The Traditional Worship Leader must collaborate and work cooperatively with other ministries across the church.

**Primary Responsibilities:**

- a. Reports to the Senior Pastor, leading in the organization and planning of the traditional worship service.
- b. Recruits necessary musicians, singers and choir members for vocal and instrumental groups for a quality worship experience. Organizes, leads and oversees paid musicians and volunteers for prelude, worship and special music of solos, ensembles and choral /handbells choirs for services, memorials and/or special events. Leading worship practice is expected, and 3 hours on a Sunday morning for preparation, the worship service, and storing equipment and securing the building.
- c. Works with staff and volunteers to ensure that the audio, visual, and lighting are functional and enhancing to the worship service.
- d. Submits a budget to the Senior Pastor each year with items needed to sustain and improve the worship service.
- e. Communicates proactively to Senior Pastor if non-budgeted needs arise.
- f. Promptly responds to communication (emails, text, and phone calls).
- g. Understands the unique environment of ministering in a retirement community and is willing to craft a worship environment that is relevant to that community.

**Character Expectations:**

- a. Models the pursuit of godliness and seeks to motivate others to do likewise.
- b. Candidate shall provide a written "Theology of Worship" statement that outlines personal understanding and convictions pertaining to worship.
- c. Is teachable and displays humility.

- d. Practices good and transparent communication with the Senior Pastor and all others under their leadership.
- e. Develops relationships with unbelievers so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
- f. PWCC membership (regular or associate) following appropriate time frame.

**Competencies:**

- a. Displays an adequate level of quality in musical abilities to include reading and interpreting music, vocal and choral, and seeks to always improve.
- b. Demonstrates comfort as a servant leader, building and leading a team of musicians that inspire and move the congregation in worship.
- c. Possesses some skill and experience in audio/visual and lighting.
- d. Coordinates song media preparation with Media Technologist.
- e. Encouraged to become qualified in CPR and first aid.

**Annual Evaluation:**

- a. Agrees to an annual evaluation led by the Senior Pastor and is willing to address and if necessary, make changes according to the recommendations based on that evaluation.

**Benefits:**

- a. Works a total of 15-20 hours per week and is permitted to work offsite to do preparation and planning.
  - b. Receives professional allowance, including reimbursement for work related expenses.
  - c. Paid vacation of a maximum of 2 weeks after service requirements are met. Vacation will be prorated based on hours worked, with the expectation that the responsibilities of ministry is covered during time off.
- Note: Position can be full-time if candidate is willing and able to carry out a secondary area of ministry (Contemporary worship leader or Technology Lead).

**Termination:**

- a. The church is an at-will employer. An employee's job may be terminated at any time due to character issues in particular but also for any other reason. The employee may choose to leave the job at any time. (It is encouraged to give at least a two-week's notice prior to leaving the position).
- b. The Senior Pastor is authorized to terminate employee associates with unresolved job performance issues after failure from coaching and corrective action in accordance with Employee Handbook.

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Employee Signature

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Date