



## JOB DESCRIPTION

**Title:** Worship Lead  
**Department/Team:** Formation/Worship  
**Reports To:** Formation Team Lead  
**Pay Status:** Salaried / Exempt

**General Summary and Objective:** The Worship Lead provides organizational leadership, vision, and shepherding for the Worship Team. Additionally, the Worship Lead is responsible for planning and executing worship gatherings that contribute to the spiritual formation of the body.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Worship Team Leadership

- Provide organizational leadership for the Worship Team
  - Lead team meetings
  - Create and manage the team budget
  - Review and respond to building usage requests that impact large-group worship spaces
- Sustain, revise (as needed), and implement a compelling vision for the worship culture of Crossroads that extends across all age groups and ministry contexts
- Collaborate with the Formation Team Executive Director and Leads to implement the formation pathway into the life of the church
- Provide pastoral care for Worship Team members (staff and volunteers), primarily within the adult worship community.
- Recruit, equip, and empower Worship Team volunteers with an emphasis on growing individuals toward increased leadership and ownership of the worship ministry.
- Oversee the audition and onboarding process for Worship Team volunteers.

#### Worship Gathering Responsibilities

- Oversee the design of weekly worship gatherings with a focus on spiritual formation
  - Lead weekly service planning meetings (including creative brainstorming, service details, and evaluation)
  - Plan and execute the musical component for adult worship gatherings

- Develop intentional and thematic song sets. Arrange songs in a way that creates a cohesive and impactful worship flow.
  - Schedule and communicate with worship volunteers
  - Create or locate resources to equip worship volunteers (song charts, audio tracks, video tutorials, etc.). Post all resources on Planning Center.
    - Integrate prayer and worship practices, as appropriate
- Lead weekly worship gathering rehearsal.
  - Collaborate with Production Lead to prepare the stage and necessary rehearsal resources.
  - Provide ongoing, real-time training, development, and feedback for adult worship volunteers
- Communicate regularly with the Production Lead regarding service support (lighting, slides, video elements, etc.)
- Communicate regularly with the Lead Pastor and Communications Team for service direction and flow, coordination of service details, and assignment of responsibilities
- Participate regularly in adult worship gatherings as a worship leader and/or instrumentalist
- Collaborate with other staff teams for special weekend events (i.e. Encounter Missions weekend), special service elements (i.e. baptism emphasis), etc.
- Create, implement, and maintain a system for collecting and assessing feedback on the weekly worship gathering

**Additional Responsibilities:**

- Attend regular staff prayer times, staff chapel services, and all-staff meetings
- Attend monthly Leads Lunches
- Serve on the Congregational Care Team
- Attend meetings, conferences, and retreats as requested
- Be present in Kids and YTH worship environments 4-6x per year
- Other duties as assigned

**Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church
- Degree in worship ministry or equivalent preferred
- Proven experience in worship leadership
- Demonstrated ability to teach worship and prayer principles and practices to staff, volunteers, and the congregation
- Demonstrated capacity to lead and administrate
- Demonstrated proficiency in vocal, choral, and/or instrumental music
- Familiarity with the following (or similar) software/programs: Planning Center Online, Ableton, Playback, Garage Band or Logic, and ProPresenter
- Strong organizational and time management skills with the ability to multi-task

- Ability to work both independently and collaboratively with staff and volunteer teams
- Ability to equip and empower staff and volunteers

**Work Environment**

This job operates in a creative work environment and requires regular team collaboration with other employees and volunteers. This role routinely uses online management tools and standard office equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, sing and hear. The employee frequently is required to stand, walk, use hands and fingers, reach with hands and arms, bend, squat, kneel, lift and move equipment, instruments, etc. for stage set up and events.

**Position Type/Expected Hours of Work**

This is a full-time, salaried, exempt position including weekend and evening responsibilities.

*Updated: February 1, 2024*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*