

La Jolla Presbyterian Church

Position Description

POSITION Title: Section Leader/Soloist

Department: Worship and Arts

Date: Dec. 2022

Employment Status:

Regular Exempt
Temporary Non-Exempt
Full-Time
Part-Time Hours per week: 4.5 hrs w/ additional as scheduled
Intern/Co-op Minimum Salary: dependent on experience and qualifications (\$37/hr)

Supervisor's Name/Title: Dr. Keith Pedersen, Director Choral Ministries

A. POSITION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

It is the vision of La Jolla Presbyterian Church (LJPC) to lead participants to experience and express the transforming love of Jesus Christ. It is the responsibility of this position to assist in implementing the vision for the music and worship program of LJPC by leading the Choral Section adult singers with your voice in rehearsals, worship services and performances. Contributes to a sense of reverence, expectancy, and excellence at LJPC. In accomplishing this goal, the Section Leader/Soloist will incorporate worship expression through song in order to inspire and guide the Choristers and congregation of LJPC.

B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.**

Essential Functions/Responsibilities

Approx %
of Time

1. Sings and leads Choral Section in regular worship services as well as any special services that may be required, (52) weekly Sunday Worship Services (8:45am) each Service 1 hour in length.* Vacation time awarded.
2. Sings and leads Choral Section for Thursday evening rehearsals 2 hours in length, as well as rehearsals before 8:45am Sunday Worship Services, 45 minutes in length, and additional rehearsals as scheduled.**
3. Sings and leads Choral Section in Special Worship Services such as Ash Wednesday(7pm), Maundy Thursday(7pm), extra early Easter Service(AM), Christmas Eve Services (Evening times to be announced).
4. Sings and leads Choral Section in Choir Tour rehearsals and trip as scheduled (cost discounted for SL).
5. Provides Solos and participates in ensembles for Worship Services and special concerts.
6. Stays until the end of 8:45am Service to lead hymn singing, and on a rotating basis with other Section Leaders, leads singing in August when Choir is off.

Marginal Functions/Responsibilities (those performed occasionally or in addition to essential functions).

1. Notifies Director of Choral Ministries and HR Administrator, via email, of any absence, indicating if it's due to illness or vacation time. Communicates the name and email of Substitute Section Leader found, so W9 may be sent for payment. Substitutes are paid from LJPC.

* 2 weeks of paid vacation are allotted the first year, see Music Ministry Vacation Policy for further accrual (1 week equals a Thursday and a Sunday). **There are no Thursday rehearsals in July or August.

Reacts to changes in productivity, and performs other duties as assigned.

Total 100%

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

N/A

Explain any access to confidential information?

All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval privileges on purchase orders and check requests: reporting and auditing functions, etc.)

N/A

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must sing, speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and it's vision to the congregation, Choir members, outside groups using the church facility, and musicians.

C. Minimum QUALIFICATIONS needed to perform the positions:

Education/training

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

Bachelor's degree in voice preferred, commensurate experience also considered.

Work experience

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

3 or more years experience in singing and leading a Choral Section, working with adults of all ages.

Skills & abilities

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Demonstrated ability to lead and recruit Choir members. Strong communication skills required. Reliability, punctuality and flexibility required.

Other job related requirements (i.e. Necessary licenses, certifications, etc.):

A devoted follower of Jesus Christ with the ability to lead and equip others in faith through song.

Preferred QUALIFICATIONS

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

Accomplished singers with years of specialized training/experience in voice(primarily classical) and musicianship skills (sight-reading, ensemble skills), comfortable in both solo and ensemble settings.

Pressure of work (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems during events without direct supervision.

Machines/Equipment/Tools/Software (List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Proficient in using email communication.

Working Conditions

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes No

If yes, please explain:

Sunday is a regular work day for this position.

Analysis of Physical Demands of Position

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

- 1. Strength:
 - a. Standing 50 % of time _____
 - Walking 25 % of time _____
 - Sitting 25 % of time _____
 - b. Lifting 10-20 pounds _____
 - Carrying 10-20 pounds _____
 - Pushing _____ pounds _____
 - Pulling _____ pounds _____
- 2. Climbing _____
- Balancing _____
- 3. Stooping _____
- Kneeling _____
- Crouching _____
- Crawling _____
- 4. Reaching _____
- Handling _____
- 5. Speaking Ability to sing and speak in front of groups
- Hearing Ability to discern sound mix with vocals and instruments.

