

La Jolla Presbyterian Church

Position Description

POSITION Title: **Contemporary Worship Service Section Leader/Soloist (Soprano or Alto)**

Department: Worship & Arts

Date: September 25, 2020

Employment Status:

Regular Exempt
Temporary Non-Exempt
Full-Time
Part-Time Hours per week: 4-5 hrs
Intern/Co-op Minimum Salary: dependent on experience and qualifications

Supervisor's Name/Title: Tim Wingert, Director Contemporary Music

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. This position will assist the Director of Contemporary Music in leading worship and in developing a "contemporary music" ministry of volunteer and professional vocalists.

B. DUTIES & RESPONSIBILITIES:

Essential Functions/Responsibilities

1. Sings in the following services/rehearsals, aiding the Director Contemporary Music with musical aspects
 - a. Sunday Morning 10 AM Worship Service
 - b. Up to two Christmas Eve Services on December 24th
 - c. Up to two other special Worship Services per year
 - d. Once a month evening or weekend rehearsals or special seasonal rehearsals for holidays, etc. (Christmas, Easter, July 4th)
2. Meets with Director Contemporary Music to plan and coordinate regular worship services, assists with set lists, song selection, arrangements, chord charts and scheduling and development of volunteer and professional musicians.
3. Work with the Director Contemporary Music in matters of musical concern and program development. Aids volunteer soloists/musicians in musical development, helps with musical arrangements, helps book professional musicians as needed.
4. Fills-in for the Director Contemporary Music in their absence as needed on Sundays, special services or rehearsals.

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

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.)

Works with volunteer musicians and vocalists offering suggestions in leading of contemporary services.

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 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, church groups, 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?):

Experience and training in music and coordination of contemporary music and possess a working knowledge of church musical styles.

Work experience

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

2 or more years experience in leading, or coordinating contemporary worship services.

Skills & abilities

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

N/A

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. Committed to bearing a positive witness to the Lord Jesus Christ.

Preferred QUALIFICATIONS

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

Experience working with a larger congregation preferred.

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.
This position is allowed 2 paid Sunday absences per year.

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):

N/A

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 35 % of time _____
 - Walking 35 % of time _____
 - Sitting 30 % of time _____
 - b. Lifting 10-40 pounds _____
 - Carrying 10-40 pounds _____
 - Pushing 10-40 pounds _____
 - Pulling 10-40 pounds _____
- 2. Climbing _____
- Balancing _____
- 3. Stooping _____
- Kneeling _____
- Crouching _____
- Crawling _____
- 4. Reaching _____
- Handling _____
- 5. Speaking Ability to speak in front of groups
- Hearing Exposed to up to 80-95 decibals of sound on an average Sunday
- 6. Seeing _____
- Depth perception _____
- Color vision _____

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.

Employee Signature Date

Supervisor Signature Date