

Position Description
Hurt Pentecostal Holiness Church
Worship Leader/Youth Pastor

The position of Worship Leader/Youth Pastor at Hurt Pentecostal Holiness Church is comprised of a variety of technical and administrative responsibilities. The Worship Leader/Youth Pastor is under the direct authority and supervision of the Lead Pastor and Administrative Church Council. The Worship Leader/Youth Pastor should be called to work with young people, musically gifted, oriented and educated in general church administration. The Worship Leader/Youth Pastor should possess the ability to prioritize work, be flexible to change, and be able to communicate in an effective manner with others both verbally and electronically (E-Mail). The position of Worship Leader/Youth Pastor should be viewed and conducted as a ministry unto the Lord, with all assignments performed only after prayerful consideration.

If a husband and wife are serving together this position may be divided between the two (i.e. one serving as the Worship Leader and the other as Youth Pastor). If this is the case, they should seek ways to be involved in both areas as a ministry team.

I. The Role and Responsibilities of the Worship Leader

A. Technical Duties:

1. **Staff:** The Worship Leader shall serve as a member of the church staff. The Worship Leader should seek avenues to enhance and compliment the total ministry of the church.
2. **Preparation for Sunday Services:** The Worship Leader should prayerfully select the music for the Sunday services. This should be a priority and be completed prior to Tuesday of each week. Selected songs should be passed on to all the musicians so that they will have adequate time to practice. The Lead Pastor or speaker may request special music to complement the sermon or message. The Worship Leader should be present a minimum of 30 minutes prior to each service. The Worship Leader should be sensitive to the Holy Spirit and yield to His leading as the Spirit moves among the congregation. The Worship Leader should be sensitive to the desires of the congregation and try to minister to everyone. The Worship Leader should strive to provide a quality and “cutting edge” Music Ministry.

The Worship Leader should lead all congregational singing, and work with the choir director to ensure that there is harmony among the choir and praise team. The goal is to utilize both a praise team and choir during congregational songs. The choir director will lead the choir specials.

3. **Preparation for Wednesday Services:** The Worship Leader should be present a minimum of 30 minutes prior to each Wednesday night service. The Worship Leader should coordinate the service with the Lead Pastor. Wednesday night services should generally follow the same guidelines as Sunday services where applicable.
4. **Special Services:** The Worship Leader shall be available for Revivals, Easter Sunrise Services, Vacation Bible School, Weddings, Funerals and any other special services upon request. In consideration of this position being part time it is understood that services such as funerals may be difficult for the Worship Leader to attend but it should be understood that the Worship Leader is a vital part of the church’s ministry and his or her presence is needed.

5. **Musicians:** The Worship Leader has direct authority over the musicians, and is responsible for their selection, scheduling and rotation. The Worship Leader shall assist and work with all special singing groups within the church as needed (duos, trios, quartets, etc.).
6. **Choir:** The Worship Leader shall work closely with the choir director. The choir is a vital part of the church's ministry and should be a priority in the role of the Worship Leader. If possible, the Worship Leader should be a member of the choir either as a musician and/or choir member.
7. **Children's / Youth Choir:** The Worship Leader shall have overall supervision for the Children's / Youth Choir. Should a volunteer direct the Children's / Youth Choir any assistance provided by the Worship Leader will be greatly appreciated.
8. **Drama and Productions:** The Worship Leader shall coordinate with the Lead Pastor and direct as requested any special productions.

B. Administrative Duties:

1. **Budget and Expenditures:** The Worship Leader shall develop a yearly Music Department budget to be presented to the finance committee. The budget should be presented prior to August for the following year (or at the request of the Finance Committee). The Worship Leader shall maintain records of expenditures for the Music Department. The Worship Leader shall select and purchase all music materials within each year's respective budget.
2. **Maintenance:** The Worship Leader shall maintain all books, sheet music, and recordings owned by the church in a neat and organized manner (All items should be accessible and a filing system that is easy to understand utilized so needed materials can be found in the event of Worship Leader's absence. All loaned items should be clearly tagged with the owner's name to alleviate future confusion and so items can returned to their proper owner.
3. **Scheduling:** The Worship Leader shall schedule singers for specials during Worship and other services as appropriate.
4. **Publications:** The Worship Leader shall provide the Lead Pastor and/or Administrative Assistant (if applicable) with advertising information for upcoming Music Department events in a timely manner.
5. **Supervision:** The Worship Leader shall directly supervise all praise team members and musicians but work with the choir director and the choir. All supervision should be done with the mind of Christ and an emphasis on grace.

This position description is detailed, but not inclusive of all of the responsibilities of the Worship Leader. The Worship Leader should possess a "helper's" spirit and make himself/herself available to the Lead Pastor and church body as needed. The Worship Leader should recognize the importance of the church's overall ministry. A friendly personality is essential.

C. Order of Services Guide:

The Worship Leader shall follow the leading of the Holy Spirit and the general expectations of the congregation to enhance the worship experience for everyone. The following is an Order of Service guide:

10:50 AM Prelude music and 5 minute countdown; 11:00 AM praise team, band, and choir follow the Worship Leader in two Contemporary Praise Songs; Meet and Greet with dismissal of children to children's church; a Traditional Hymn, Intercessory Prayer and Offertory; Choir Special; Special Singing; Message; Altar Service with praise team.

II. The Role and Responsibilities of the Youth Pastor

The Youth Pastor at Hurt Pentecostal Holiness Church shall be a person with an acknowledged burden for youth. The Youth Pastor shall be under the direct supervision of the Lead Pastor and indirect supervision of the Administrative Church Council. The Youth Pastor should be willing to undergo training. He/she must possess a love for people (particularly youth), be motivated to care for those under his/her care, be flexible to change, and be able to communicate effectively and lovingly with all people.

AREAS OF RESPONSIBILITY:

1. **Youth Council:** The Youth Pastor shall serve as a member of the church staff and a member of the Youth Council. He/she should seek avenues to enhance and compliment the total ministry of the youth ministries. The Youth Pastor shall work with the Youth Council. The Youth Council should be a source of help for the Youth Pastor.
2. **Availability:** It is vital that the Youth Pastor be reasonably available to the youth. Time should be made available for the personal counseling of youth (never be alone with a minor or a person of the opposite sex).
3. **Wednesday Nights:** The Youth Pastor shall provide a dynamic youth ministry for the ages 12-21. He/she shall seek to develop a balanced program of worship, fellowship, Bible teaching, mission work, and FUN! A priority shall be the development of the spiritual lives of our youth.

Note: Another day/night and/or another time for the regular weekly youth meetings might be more productive and if so such should be approved by the Administrative Church Council (i.e., Friday night or Sunday afternoon).
4. **Sunday School:** The Youth Pastor shall teach and/or attend the Teen Sunday School Class. If there is another teacher the Youth Pastor should work with the Sunday School teacher in the promotion of the class.
5. **Extra-Curricular Activities:** The Youth Pastor shall, with the assistance of the Youth Council, plan events, activities, and ministry. Together, they shall plan regular retreats and other events. The Youth Pastor shall be responsible for details, teaching, travel arrangements, chaperones, financial planning, safety measures and execution of planned retreats.
6. **Recreation Activities:** The Youth Pastor shall plan, along with the Youth Council, sufficient and appropriate special times of fun activities such as Lock Ins, Skating Trips, Games, etc.
7. **Fund-Raising Events:** The Youth Pastor shall secure the cooperation of youth and parents for fundraising events/campaigns. Fund raisers shall help provide Youth Camp scholarships (i.e., car washes, donut sales, T-shirt sales, etc.). All fund-raising ideas should be presented to the Lead Pastor for approval.
8. **Youth Camp:** The Youth Pastor shall promote the Youth Camp and assist with pre-registration and arrangements of transportation.
9. **Talent Quest/Bible Quiz:** The Youth Pastor shall promote and organize participation with the Conference Talent Quest, Bible Quiz, and other programs as provided.
10. **Vacation Bible School / Kid's Crusades:** The Youth Pastor shall work with the Youth Council in overseeing all phases of Vacation Bible School / Kid's crusades.

11. **Van Ministry:** The Youth Pastor is to obtain a CDL in order to operate the church van. The church shall pay for this expense. It is expected that the church van would be utilized in the youth ministry.

Benefits:

1. **Compensation:** The church parsonage including utilities shall be made available to the Worship Leader/Youth Pastor. This could be a single person or a husband and wife team. There is to be no sub-leasing or any other residents other than those approved by the Administrative Church Council.
2. **Vacation and Ministry Time away from Church:** The Worship Leader/Youth Pastor shall have two weeks Vacation each calendar year (not to be rolled over) and one Sunday off a year to attend workshops or district/conference related activities that are related to his/her ministry. He/she shall be expected to give at least a 30-day written notice to the Lead Pastor of any vacation or ministry related absence. The Worship Leader/Youth Pastor shall be held responsible for the organization of his or her area of ministry while away.
3. **Sickness:** The Worship Leader/Youth Pastor is a vital position in the church and he/she will be expected to be present for every service if at all possible. If the Worship Leader/Youth Pastor is unable to attend due to sickness he/she should immediately inform the Lead Pastor and coordinate his or her area of ministry by telephone or other appropriate means of communication.

Hiring and Termination: The hiring and termination of this position will be by the Lead Pastor and the Administrative Church Council. Should the Worship Leader/Youth Pastor resign it will be expected that a minimum two-week notice be given.

NOTE: Before the hiring of any candidate he or she will have to undergo a criminal records background check.