



Hopkins Community Church is seeking a person called by God to serve this church in the role of “Worship Leader.” HCC’s Mission is one of Connecting people to Christ and Community and our Sunday morning corporate worship services are one of the primary ways we do that!

HCC has a talented and committed worship team and a Pastor committed to worship services that are vibrant, Spirit-led, and Christ-centered. The Worship Leader will oversee the worship ministry of Hopkins Community Church and work with the worship team to lead all who gather to worship on Sunday mornings, whether in-person or virtual, in worship that is God-honoring, meaningful, and engaging.

This position is unique as an experienced individual would be a welcome addition to our team, while someone with less experience would fit in well in a ministry internship role too. HCC desires to be both a teaching and learning church where we can learn from each other “as iron sharpens iron” and grow “teaching and admonishing one another” together in our walk with Christ.

Hopkins Community Church is excited for a new season of ministry with a new vision to *boldly bring the Good News of Jesus Christ to every household in the greater Hopkins Community.* We are praying and trusting that God will lead the right person to this position to further the ministry of the worship team and enhance our corporate worship services as we continue forward on mission with Christ!

Interested applicants may request more information at or send a resume to:
Inform.HCC@gmail.com

Hopkins Community Church Worship Leader - Job Description

Job Title:	Worship Leader
Department:	Worship Ministry
Reports to:	Executive Team; working closely with Lead Pastor
Employment Status:	Part-Time – (10 Hours a week)

Summary

The Worship Leader is responsible for overseeing the Worship Ministry of Hopkins Community Church (HCC). The Worship Leader will work to transform the corporate worship of HCC into a consistent, moving, Christ-centered worship service(s). Together with the Lead Pastor, the Worship Leader will work to HCC's Mission of Connecting People to Christ and Community and advance God's Vision for HCC to *boldly bring the Good News of Jesus Christ to every household in the greater Hopkins Community.*

Expectations & Qualifications

- Maintain an active and vibrant personal relationship with Jesus Christ
- Represent Jesus Christ and HCC in the community
- Agrees to and supports HCC's Mission, Vision, and Statement of Faith and Beliefs
- A desire for ongoing personal and professional discipleship
- Strong communication, organizational, and leadership skills
- Demonstrated ability to work on and with a team
- Goal-oriented, self-motivated, and self-directed
- Heart for equipping and discipling leaders and participants
- Musical understanding and proficiency
- Ability to lead teams and congregation vocally and/or instrumentally

Duties

- Attend and lead weekly Worship Services at HCC
- Regular weekly practice with worship team(s)
- Weekly meeting with Senior Pastor
- Cast Vision for HCC Worship Ministry
- Actively Recruit and Train Volunteers for Worship Ministry
- Organize ongoing schedules for praise team and audio/visual teams
- Organization of Worship Materials
- Maintain and Expand HCC Worship music repertoire
- Attend Consistory Meetings as Needed/Requested
- Review, Maintain, and adjust Worship Ministry budget as needed, with consistory approval
- Set and work toward annual goals
- Other duties and responsibilities as directed by the Lead Pastor and/or Consistory

Hopkins Community Church

Letter of Intent

Job Title: Worship Leader
Department: Worship Ministry
Reports to: Executive Team; working closely with Lead Pastor
Employment Status: Part-Time – 10 Hours a week

The purpose of this document is to provide a clearer and more comprehensive understanding of the intentions of the 2021 consistory to create and articulate a job description for the newly created position of Worship Leader . This document will help to answer and future questions regarding the role of the Worship Leader and provide a framework for potential changes, whether additions or subtractions, from the Worship Leader job expectations. Any future changes shall be discussed with the appropriate body of oversight and the Worship Leader before being brought to the consistory for approval.

Contract

With regard to benefits: at the time of this writing, there will be no reimbursement for mileage.

While no mention of vacation is placed in the contract, it is not the intention of HCC that the Worship Leader would get no vacation. Understanding the varied hours that take place in ministry, HCC feels that it is important that this be a salaried position. Vacations are both important and welcome and communication in advance of said vacation time is vital to the coordination of worship and worship teams. Four weeks of vacation, meaning that the Worship Leader would miss worship on a given Sunday, is considered normal.

With regard to professional expenses: it is the decision of the consistory that a “professional expenses” line item would be created in the budget for the purposes of professional expenses incurred by the Worship Leader at the discretion of the Worship Leader for ministry purposes. Rather than incorporating this into a financial package offered, which may impact taxes on the Worship Leader, this will instead be provided for out of the budget of HCC. These items will be bought using the provided debit card from HCC with receipts turned in to the Office Manager using the proper procedures.

Expectations & Qualifications

Hopkins Community Church desires a worship ministry that is dynamic, responding to the leading of God at all times. Therefore it is important that the Worship Leader has a wide focus to the many aspects of worship ministry which include, but are not limited to: worship music, readings, prayer, decoration, artistic expression, dance, drama, lighting, and space setup. Much of this will happen in communication with the senior pastor, but is encouraged here so as to not overlook or create too narrow a scope for the Worship Leader.

Duties

Projects

Hopkins Community Church Worship Leader - Contract for Employment

Date: _____

This agreement for Employment at Hopkins Community Church (hereafter known as HCC) for the position of Worship Leader is made out as of _____, 2021 by and between:

Hopkins Community Church, The Employer
AND
_____, [address], the Employee

The employment agreement between employer and employee is created on the following terms and conditions:

Position: The Employee will serve in the position of Worship Leader, fulfilling the duties and responsibilities of that position as outlined in the job description below. The Worship Leader is responsible and accountable to the consistory of HCC. The Worship Leader position will be a part-time, 10 hours per week position.

Salary: The Worship Leader will be paid a salary of \$15 dollars per hour for 10 hours a week and is eligible for annual raise based on cost of living increases pending the HCC annual review process.

Benefits: There are no associated benefits with this position.

Review: The Worship Leader will take part in a review of the position on an annual basis following the HCC staff review process.

Considerations: Due to the current part-time nature of the Worship Leader position, it is acceptable for the Worship Leader to have and maintain a second concurrent source of employment providing it does not interfere with the duties and responsibilities outlined in the Worship Leader job description below.

Start Date: _____

Signed: _____ Date: _____

2021 Consistory Signatures:

