

## **HEAD WORSHIP LEADER (September 2015)**

The Head worship leader shall be appointed by the Church Board and shall serve a three year term. He will provide oversight and direction for our time of worship. Head worship leader shall be accountable to the Ministers.

Head Worship Leader shall maintain our vision of focused praise & worship, using instruments that contribute to the melody and harmony, being careful to maintain a respectable volume level that will not overpower the congregational singing.

Selection of new songs are to be based on honor to the Lord for what He has done for us, songs that encourage us to be faithful in our Christian walk, and to reach visiting non-churched persons with the gospel message.

Responsibilities:

- Maintain an up-to-date master song file with PowerPoint words and suitable keyboard music. Each song shall be provided with a Cornerstone ID number, and a CCLI ID number. Provide song list updates to other worship leaders on a quarterly basis.
- Shall have access to CCLI music website for acquiring new music, maintain our annual contract with CCLI, and send song reports to CCLI as required.
- Give direction to the other worship leaders and provide assistance in computer equipment operation, identifying new songs & music and offer suggestions to the worship teams to improve our focused worship time.
- Prepare a Sunday worship leading schedule including those responsible for leading, prelude, keyboard & guitar playing. (Preferably a 6 months schedule)
- To inform the worship leaders when our time of worship shall be condensed due to children's church or other non-typical Sunday morning activities.
- Schedule a meeting with all worship team members every year to encourage, coach & inform of new procedures or methods. This meeting shall include one of the ministry team.
- Identify & train new prospective leaders & instrumentalists as needed.