



Praise Team Leader
(Part-Time; Non-Exempt)

Job Description:

The Praise Team Leader is responsible for coordinating all aspects of the praise team of the church, which is part of a variety of musical styles and genres offered during weekly Sunday morning worship. This position also participates in weekly planning and conversation on the collaborative efforts between more classical music, typically lead by the organ, choir, and orchestral instrumentation, and more casual music that the praise team offers.

The following functions are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

Job Functions:

- Serve as the leader for the Praise Team
- Participate in weekly worship planning meetings, and help the group think creatively about possible musical collaboration in worship (Note: other arrangements may be made with approval from the Director of Music Ministries)
- Set the rehearsal schedule for the team and run each rehearsal
- Provide adequate musical resources to the praise team each week, allowing enough time for each musician to prepare before rehearsal
- Ensure that the team has adequate musicians each Sunday, and, when needed, find substitutes for musicians who need to be absent on a given Sunday
- Be open to playing at funerals, if time allows, and if the team is requested for the service

Organizational Structure:

Immediate Supervisor:	Director of Music Ministries
Pertinent Subordinates:	None
Workers with Similar Responsibilities:	None

Universal Competency Requirements:

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210th General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

Core Competency Requirements:

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Approved by Personnel Committee: November 4, 2014