

ROLE DESCRIPTION

Worship Leader Volunteer



Category: 2a

Role: Worship leaders hold important positions of influence and authority at PBC. With deep Biblical grounding, worship leaders carry spiritual authority in leading the community of PBC into curated spaces of worship. As a Worship Leader, you must have a heart for worship, and a desire to help others worship God in a meaningful way. You are responsible for working with, and supporting the worship band, choosing the worship songs and arrangements, and leading the congregation in worship, through song, during church services.

Accountable To: Reuben Png (Student Pastor) - reuben@parramattabaptist.com

Specific Responsibilities

General

- Assist with the training and development of musicians and singers
- Be mindful of language used, so that the worship time is inclusive, supportive, and uplifting
- Work closely with the church Pastors and Staff to ensure that the worship service aligns with the church's vision and mission
- Organise to swap with another person on the roster if you are unable to do your rostered week, and advise of change to the relevant Pastor so the roster can be updated
- Attend and contribute to worship leader training on a regular basis

Preparation

- Prayerfully prepare for the service, inviting God to guide your preparation
- Choose Songs that form the worship service, taking into consideration the whole service. The songs chosen are to be chosen from the approved list of songs
- Communicate songs with the Pastor responsible for the Worship Service for feedback/input. Then, communicate with the worship team about the chosen songs
- Practice all aspects of leading beforehand to streamline the worship practice and service

Facilitation

- In the team rehearsal, help to prepare the band spiritually, musically and as a team before the time of worship
- Communicate well with the sound and graphics operators, in order to ensure a smooth and positive service
- Lead the praise and worship portions of the services in a way that allows people to engage in worship, communicating clearly in how everyone can take part in the worship time, whether they are a regular attender, or newcomer

General Responsibilities

- Report any Safe Church concerns (including complaints of alleged reportable conduct) to Kathy Bates or a member of the Safe Church Team, as outlined in PBC's *Procedure for Responding to Child Protection Concerns* and PBC's *Procedure for Handling Complaints Against Staff and Volunteers*. Concerns should be documented on a *Safe Church Concerns Form*
- Interactions with any children and young people connected with a PBC activity should be consistent with the *PBC Guidelines for Activities with Children and Young People*
- Be aware of and act in accordance with the risk assessment carried out for this ministry area, and report any hazards or breakages via the QR code shown throughout the Church, or by reporting to the Operations Manager and/or the relevant ministry leader
- In the event of any accidents or injuries, a first aid box is located in the Kitchen, and an Incident Report form located on the noticeboard should be completed

Time Required

- 1-5 hours in preparation
- 5 hours (AM Services) or 4 hours (PM Service) for the pre-service practice and worship service
- Additional time for team meetings and training as required
- AM Services – Arrive by 7:15am (same team serves for both AM services)
- 5:30pm Service – Arrive by 3:30pm

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Key Policy Requirements

The below seeks to highlight some key policy requirements that might be particularly relevant to this role. This does not seek to cover the whole policy and requirements. Please ensure you read and understand the full documents.

- **WHS**
 - Be aware of potential trip hazards for yourself and others that will use the stage before, during, and after the service (cabling, steps up to the stage, equipment on the floor etc)
 - Use care, and seek assistance, when moving or lifting heavy or bulky items (e.g. keyboard, or drumkit etc)
- **Safe Church**
 - Should any children (those below 18 years) be on the worship team, be particularly mindful of the language you use and how you can create a safe and supportive environment for them
 - Limit physical contact with children to shaking of hands or high-five (no hugging etc)
 - Avoid private communication with Children on your team and seek to include all team members in your communication. If you need to individually communicate with a child outside of the service or pre-service practice, seek to do so in a way that is open (involve parents or another adult leader in emails, SMS's, or face-to-face communication, and use communication platforms that record communication history – where possible, avoid Private Messages on Social Media)

Other Safe Church Requirements

As part of our Safe Church commitment, each person must go through an application, screening and induction process before they can step into a new ministry role, with the requirements varying upon the role Category. The Category can be at the top of this Role Description. Use the table below to determine the additional requirements for the role.

	Screening Questionnaire (Once only)	Referee Form (Once only)	Code of Conduct (Once only)	Working With Children Check (WWCC) (Renew every 5 years)	Creating Safe Spaces Training (CSS) (Renew every 4 years)
Category 2a	Yes	Yes	Yes	Yes	Yes
Category 2b	Yes	Yes	Yes	No	No

How to Apply for this Role?

1. Go to: <https://parramatabaptist.com/apply/>
2. Enter in your details (name, email, phone)
3. From this Role Description, enter in:
 - a. **Role Applied for:** Worship Leader
 - b. **Category of the role:** 2a
 - c. **Ministry Area:** Select most appropriate (Children, Youth, Worship, Tech, Other)
4. Fill in the remaining fields and click **Submit**.
5. **IMPORTANT:** Once submitted, the page will redirect and show any additional screening steps you need to complete (minus any previously completed). It is also emailed to you. Please complete these steps asap.

Please let us know if you need assistance completing the application and screening process. We are happy to help.

Name: _____ Signature: _____ Date: _____

Please sign and return this role description to the Operations Team or your Ministry Leader