



## Peñasquitos Lutheran Church

---

June 30, 2015

Open Position: Director of Worship

Search Team Contact: Pastor Rob Horne

E-mail: [employment@plc-church.org](mailto:employment@plc-church.org)

Peñasquitos Lutheran Church in San Diego, CA is seeking a well-qualified candidate to be our next Director of Worship. Located in the Rancho Peñasquitos community, PLC is a family-oriented ministry with a valuable mix of generations. We have a long history of contemporary/current worship. The purpose of this position is to lead and coordinate all aspects of worship life at PLC. While particular emphasis is on musical leadership, this position is also responsible for leading, managing, and coordinating volunteers who make our large group gatherings happen. The position includes oversight and management of all of PLC's a/v equipment as well as scheduling and training those who operate this equipment. We are looking for a well-qualified candidate with theological integrity, musical capability, and a proven track-record for leading people into the presence of the Living God.

Thank you for your interest in our position. This process will be upheld in prayer and handled with the utmost confidentiality and discretion. Your candidacy will be thoroughly considered. If you have any questions, please contact Pastor Rob Horne.

Please send the following to our Search Team Contact:

- Cover letter
- Resume
- Employment Application
- Link to a video of you leading a three song worship set (preferably in a live setting)
- Two letters of reference (one professional and one personal)
- Responses to the following introductory questions

---

14484 Peñasquitos Drive | San Diego, CA 92129 | 858.672.3466 | 858.672.2322 fax | [www.plc-church.org](http://www.plc-church.org)

Sean Kelly, Senior Pastor  
Greg Hoffmann, Associate Pastor  
Rob Horne, Associate Pastor

Roseanna Andersen, Children's Ministry  
Adele Buffington, Performing Arts  
Danny Scarbrough, Youth Ministry

Jane Josephs, Adult Discipleship  
Lois Spann, Congregational Life  
Andrea Petsche, Preschool Director

### Introductory Questions

1. Describe your own Christian journey of faith and experiences you have had in Christian work.
  2. In your experience, what is the key to developing a good team?
  3. Describe your musical influences.
  4. What is the point of worship?
-



## Position Description

**Position title:** Director of Worship (Worship Leader)

**Position type:** Paid, Full-Time

**Reports to:** Senior Pastor

### POSITION OVERVIEW

The purpose of this position is to lead and coordinate all aspects of worship life at PLC. While particular emphasis is on musical leadership, this position is also responsible for leading, managing, and coordinating volunteers who make our large group gatherings happen. The position includes oversight and management of all of PLC's a/v equipment as well as scheduling and training those who operate our a/v equipment. This person must have theological integrity, musical capability, and a proven track-record for leading people into the presence of the Living God.

### RESPONSIBILITIES AND DUTIES

1. Oversee planning for all Sunday and Special Services (i.e. Thanksgiving, Advent, Lent, Confirmation, etc.), working in collaboration with pastoral and other staff members whose responsibilities include elements of the worship service.
2. Communicate worship plans in timely manner to volunteers and staff for publication in print and visual media.
3. Lead Sunday worship for all contemporary/current styles, currently offered at 8am, 9:30am, and 6pm.
4. Coordinate and oversee all elements of heritage (traditional) worship.
5. Coordinate and lead special events and worship as requested for hosted conferences and retreats, including but not limited to Alpha, ARC, LCMC, Men's and Women's retreats.
6. Lead and demonstrate innovation and creativity in leading and planning worship.
7. Recruit, train, and rehearse worship team instrumentalists and vocalists.
8. Create and maintain a music mentoring process for raising up the next generation of worship musicians and leaders.
9. Work in collaboration with Director of Youth Ministry and Children's Ministry Director to support worship life and events for our students such as confirmation and youth group gatherings.
10. Oversee and maintain all a/v and technical equipment. This includes, but is not limited to, setting up equipment, recruiting, training, and scheduling all a/v volunteers.

11. Oversee, maintain and schedule all hospitality areas related to worship and large group gatherings: ushers, greeters, scripture readers, Sunday coffee service, and parking lot attendants.
12. Oversees the Altar Guild ministries and serves as liaison between them and staff.
13. Other duties as assigned by supervising pastor

## QUALIFICATIONS

1. Bachelor of Arts in Music preferred, or its equivalency.
2. Two years (minimum) worship leading experience
3. Knowledge of and experience in the use of vocal and instrumental music to enhance Christian worship.
4. Passion for leading people into the presence of the Jesus at the direction of his Holy Spirit
5. Respect for all styles of worship and people who connect to those styles.
6. Knowledge of and appreciation for Lutheran heritage worship.

## SPIRITUAL GIFTS – *should include at least one of the following*

1. Creative Communication
2. Exhortation
3. Shepherding
4. Leadership

## CHARACTER QUALITIES

1. A Christian of good character and reputation, having a strong Christian witness and modeling faith to others.
2. A teachable attitude, constantly learning and growing in the area of worship, musicianship, spiritual formation, and leadership capability.
3. A person who can maintain a good working relationship with others; one who is a “team-player.”
4. A person who enthusiastically endorses the vision, mission and values of PLC.

## TIME

40+ hours a week

Peñasquitos Lutheran Church  
Employment Application



| APPLICANT INFORMATION                     |  |                              |                             |  |                             |
|---|--|------------------------------|-----------------------------|--|-----------------------------|
| Last Name                                 |  | First                        |                             | M.I.   | Date                        |
| Street Address                            |  |                              |                             | Apartment/Unit #                               |                             |
| City                                      |  | State                        |                             | ZIP  |                             |
| Phone                                     |  | E-mail Address               |                             |  |                             |
| Date Available                            |  | Social Security No.          |                             | Desired Salary                                 |                             |
| Position Applied for                      |  |                              |                             |  |                             |
| Are you a citizen of the United States?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? |                             |
|   |  |                              |                             | YES <input type="checkbox"/>                   | NO <input type="checkbox"/> |
| Have you ever worked for this company?    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                             |
| Have you ever been convicted of a felony? |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain:                               |                             |

| EDUCATION   |    |                   |                              |                             |        |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|
| High School |    |                   | Address                      |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College     |    |                   | Address                      |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other       |    |                   | Address                      |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

| REFERENCES  |              |
|---|--------------|
| <i>Please list three professional references.</i> |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |

| PREVIOUS EMPLOYMENT   |                 |                    |                  |
|---|-----------------|--------------------|------------------|
| Company   |                 | Phone ( )          |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |
| Company   |                 | Phone ( )          |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |
| Company   |                 | Phone ( )          |                  |
| Address   |                 | Supervisor         |                  |
| Job Title   | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities  |                 |                    |                  |
| From  | To              | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |                    |                  |

| MILITARY SERVICE                  |                   |
|-----------------------------------|-------------------|
| Branch                            | From To           |
| Rank at Discharge                 | Type of Discharge |
| If other than honorable, explain: |                   |

| DISCLAIMER AND SIGNATURE  |      |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge.  |      |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |      |
| Signature   | Date |