



Job Title: HSM Community Outreach & Worship Leader	Created on: 2/27/17
Reports To: High School Pastor	Last Updated: 2/27/17

### **General Description**

The HSM Community Outreach & Worship Leader is responsible for advancing the mission of the High School Ministry in high schools in the surrounding area and leading the HSM worship community.

### **Essential Job Functions**

- Connect and create on-going relationships with local high schools.
- Create and communicate a HSM School Calendar of events and coordinate Grace Chapel presence at these events. This includes coordinating with the HSM Administrative Assistant and Small Group Leaders for HSM maximum presence.
- Coordinate with the Social Media Coordinator for HSM outreach events. This includes taking photos and/or video footage at events and sharing them with the Social Media Coordinator for posting.
- Maintaining and cleaning all HSM branded supplies associated with outreach. This includes tents, banners, signage, etc.
- Complete and maintain the Certified Volunteer Program for the Williamson County School System and others as they arise.
- Develop relationships with HSM volunteers and parents to coordinate with them for local school events.
- Calling, emailing, and interacting with schools/vendors for event planning.
- Calling, emailing, and interacting with youth, volunteers, and parents.
- Other duties and responsibilities as assigned by the High School Pastor.

### **Worship:**

- Heading up weekly worship
  - Picking songs for Sunday and Wednesday
  - Selecting and contacting students and adults to be in band
  - Rehearsing on Wednesday afternoons and Sunday mornings
- Equipping and Discipleship
  - Creating leadership opportunities for the more experienced and involved students
  - Equipping and training the less experienced so they can become more involved
- Maintenance and stewardship of high school band equipment

### **Leadership Development**

- Develop, Prepare & Lead Teachings for events and services. This position will step into the teaching role on Sunday and Wednesday when the HSM Pastor is scheduled in other places or is unavailable to teach.
- Job shadowing with HSM Pastor to develop leadership skills.

### **Skills and Experience**

- This position requires a person who loves Jesus and has a passionate heart for His harvest.
- Ability to prioritize projects/responsibilities.
- Good verbal and written communications.
- Pays close attention to detail and is deadline-oriented.