

# CREATIVE ARTS MINISTRY

## Position Overview

*The primary role of this position is to create and implement a clear vision for the Creative Arts Ministry that motivates church attenders to know and show the love of Jesus. The Creative Arts Ministry will encompass Musical Worship, Production, and overall Ambiance for the church.*

## Primary Responsibilities & Duties

*Equip and develop leaders and participants in the following areas:*

### **WORSHIP ARTS**

- Oversee and develop programs and personnel for all worship teams, and other entities related to the creative arts for all ministries.
  - Picking songs, scheduling volunteers, leading practices, etc.
  - Identify, train, and lead volunteers in accomplishing the goals of the ministry.
- Interview, audition, and approve the qualifications of all musicians, vocalists, or participants utilized in public worship and/or church productions.
- Oversee the maintenance of all musical instruments and technology related to Creative Arts, owned by the church.
- Look for ways to inspire non-musical worship experiences for the church body.
- Administer area/ministry budget within the parameters and allocation established by SHF.
- Prepare a yearly calendar of ministry activities and events.
- Effectively communicate, orally, and in writing, to various audiences about the goals of the ministry.

### **CONGREGATIONAL WORSHIP SERVICES**

- Work with a Creative Team and Lead Pastor to plan, develop, and maintain a yearly and weekly calendar for worship service themes and creative components.
- Assist and support other staff in planning or coordinating programs related to Creative Arts.
- Recruit, train, and supervise personnel in the delivery of other worship service elements specific to the intended service program.
- Lead the musical portion of the various worship services. This could include student ministries and special services. This may not involve singing/playing for every service. It does require that this position will be involved in the planning and development of the service.

## **PRODUCTION**

- Develop and implement production plans and technical requirements for a successful and effective presentation of all events.
- Oversee Live Streaming production.
- Recruit, train, and manage the production staff (sound, lighting, coordinators) for events.

## **ADMINISTRATION**

- Planning: Develop, implement, and oversee the creative arts program in a manner that develops leaders and a team approach in achieving the stated vision, strategy, and outcomes of church worship and programming.
- Staff Development: Recruit, train, equip, place, and evaluate all members of the Worship Arts ministry.

# **Competencies**

The specific skills required for success in this role. *Staff are required to demonstrate competence in the following specific areas with appropriate confidence, regular success, and independently (with occasional guidance as needed).*

## **KNOWLEDGE**

- Good English and communication skills.
- Must be able to present complex information in an understandable and engaging manner.
- Excellent active listening, negotiation, and presentation skills.
- Good people skills.
- Ability to relate to all different types of personalities.
- Competence to build and effectively manage interpersonal relationships at all levels of the ministry.
- Demonstrated emotional intelligence.
- Demonstrated ability to lead presentations, meetings, and discussions.
- Demonstrated ability to develop, motivate, and encourage individuals.
- Attention to detail.
- Spiritual sensitivity to understand an individual's comprehension and agreement to the Statement of Faith as well as other spiritual truths.
- Aptitude in problem-solving.
- Practical knowledge in Microsoft Office.
- Ability to think clearly, strategically, and analytically.
- Maintains confidentiality.
- Willingness to grow in skills, knowledge, and capability, in line with goals agreed upon with the Lead Pastor.
- Ability to search for, locate, extract, organize, evaluate, and use or present information that is relevant to a particular topic.
- Broad knowledge of Christian worship music across multiple styles and generation tastes.

- Should be proficient in reading and playing music.
- Significant skill as a vocalist and instrumentalist.
- Bachelor's Degree or significant skill and experience.

### ***PREFERRED***

- A minimum of 2 years of experience leading worship in a similar ministry leadership capacity.
- Some formal training in Music.
- Experienced in the EasyWorship or ProPresenter program.
- Knowledge of Live Streaming and all its various components.

## **Education & Experience**

### ***REQUIRED***

- A minimum of 2 years of experience leading worship in a similar ministry leadership capacity.

### ***PREFERRED***

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## **Employment Conditions**

### ***SALARY***

- Range based on all competencies met.

### ***BENEFITS***

- Vacation as determined by the SHF Employee Handbook and in keeping with the terms of call.
- Additional benefits as determined by the SHF Employee Handbook and in keeping with the terms of call.

### ***ACCOUNTABILITY***

- Reports directly to the Lead Pastor.
- Will meet one-on-one regularly with the Lead Pastor.
- A performance review will be conducted every year by the Lead Pastor.
- This position is under the authority of the Council of Elders.

### ***WORK SCHEDULE***

- This position is full-time.

- Work responsibilities and accountability beyond this document will be determined by the SHF Employee Handbook and/or the Lead Pastor.

*I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.*

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Employee

Date