



Job Title: Creative Arts Director
Status: Part-time (30 hours) Salaried
Supervisor Title: Lead Pastor
Date Prepared/Revised: April 3rd, 2023

About This Role

The Creative Arts Director (CAD) is responsible for the worship and creative arts ministries at Faith Church and is the primary leader and mentor for all musicians, vocalists, media, sound and other creative arts volunteers. The Creative Arts Director serves as the key coordinator for all weekend service elements, responsible for creating irresistible worship environments that lead believers to worship and woo non-believers to Jesus.

Personal Responsibilities

Responsible for upholding Biblical priorities and core values of Faith Church. They should represent a growing personal relationship with Christ. They should model a strong relationship with their spouse and children (if applicable). They should strive to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

1. Committing to a daily quiet-time with God.
2. Participating in a Faith Group on a regular basis.
3. Setting appropriate boundaries to protect character and integrity.
4. Investing in and inviting non-believers to know Jesus and come to Faith Church.
5. Giving at least 10% of income to the vision of Faith Church.
6. Being loyal to the mission, vision, values and staff of Faith Church and always protecting the unity of the church.
7. Adhering to and encompassing the qualities and characteristics required of Faith Church employees, as defined by the Staff Handbook.

Primary Roles and Responsibilities of the Creative Arts Director

Musical Direction

Responsible for casting vision, monitoring, and influencing the musical direction of Faith Church to ensure it is biblically accurate, musically excellent, and culturally relevant. These objectives are accomplished by:

1. Recruiting, training, and mentoring gifted worship leaders who will not only lead on a weekend but who will be able to work with possible future church plants.
2. Lead, recruit, train, and schedule multiple teams of musicians, vocalists, tech leaders, etc. to ensure adequate coverage for all services and programs.

3. Pastor, coach, and care for the volunteers on worship and tech teams. Spend adequate time with these key volunteers to ensure they are healthy.
4. Supervise the maintenance and acquisition of music and technology equipment.
5. Oversee the setup and operation of sound, lights and video for weekend services.

Program Planning

Responsible for all details related to the planning and execution of dynamic programs including, but not limited to, weekend worship services, leadership events, and other ministry programs. This is accomplished by:

1. Facilitating brainstorming sessions to generate fresh ideas and creative elements for services.
2. Working with the Lead Pastor and other communicators to ensure a consistent message is being told in the program details, i.e. music, video, giving talks, next steps, etc.
3. Leading regular meetings to plan and coordinate music, video, technical and creative elements to be used in service programming.
4. Ensuring that all programming details are scripted out at least two weeks prior to the event date including musical, technical, video, and other program notes and assets.
5. Leading regular evaluations and critique sessions to maintain a bar of excellence in your area.
6. Recruiting, training, and developing additional team members to serve on the program planning team.

Creative Development

Responsible for helping drive the creative direction of Faith Church including, but not limited to, service programming, promotions, print and digital media. This is accomplished by:

1. Staying in touch with current trends to effectively connect the culture with the Gospel.
2. Understanding the creative DNA of Faith Church to effectively maximize programming, series development, and promotions.
3. Leading the creative brainstorms for series, programs and other ministry events.
4. Recruiting, training, and developing additional team members to serve on the Creative Arts team.

Video Production

Responsible for developing the people, philosophy, systems and deadlines related to the production of video for worship services and other ministry initiatives. This is accomplished by:

1. Lead the Faith Church video team to produce creative and effective promotional and in-service videos including: concept, scripting, video shoots, editing, and post-production.
2. Leading and strategizing creative strategies to use video to promote and send messages in order to communicate more effectively to Faith Church and the world.

Job Requirements

- College degree or equivalent experience in ministry-related area.
- Demonstrates proficiency in the use of technologies utilized in worship, including sound, lighting, computers, presentation and planning software, and video projection.
- Has experience in leading vocalists, musicians, and worship that transcends multiple genres and styles of music.
- Has experience as a leader and recruiter of volunteers, and the ability to develop and nurture talent in others.
- Demonstrates musical proficiency, with the ability to provide instruction, leadership, and expertise to others.
- Has the ability to work with various worship music types/styles with excitement and effectiveness.
- Has a track record of success as a team builder.
- Is proficient in playing piano and/or guitar, with the ability to lead while playing.
- Possesses strong musical ability and/or vocal skills.
- Has the ability to work with chord charts, sheet music, and instrument-specific tablature.
- Has the ability to incorporate other art forms as needed.
- Must be a flexible and teachable team player.
- Must be able to relate well with church guests, members, staff, and volunteers.
- Must be able to manage the ministry area by utilizing highly developed communication (written and verbal), project and time management, and collaboration skills.
- Must be able to handle confidential matters and material with excellence.