

# CREATIVE ARTS PASTOR

## S A M P L E J O B D E S C R I P T I O N

### THE UNSTUCK GROUP®

The role of the Creative Arts Pastor (CAP) is to oversee all elements of service programming for [Church Name] under the direction and leadership of the [Position Title]. This will require a firm grasp of the beliefs, values and strategy of [Church Name] and the ability to align staff, leadership teams, and volunteers with its mission, vision and values. The CAP will lead all components of worship programming including music, audio, video, lighting, creative elements and series planning.

The Creative Arts Pastor will be responsible for:

#### *1. Modeling Biblical Priorities*

Responsible for upholding Biblical priorities and core values of [Church Name]. The CAP should represent a growing personal relationship with Christ. The CAP models a strong relationship with his or her spouse (if married) and children (if applicable). The CAP strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions.

These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Participating in a [Church Name] small group on a regular basis.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities within and outside the church.
- Supporting the ministries of [Church Name] by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of [Church Name] employees, as defined by the Staff Handbook.

#### *2. 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:

- Facilitating brainstorm sessions to generate ideas and creative elements for service programming.
- Interfacing with communicators to ensure a consistent message is being told in the program details, i.e. music, video, offering setups, next steps, etc.
- Leading weekly meetings to plan and coordinate music, video, technical, and creative elements to be used in service programming.

- Developing systems to create detailed scripts at least two weeks prior to the event date including musical, technical, video, and other program notes and assets.
- Leading regular evaluations and critique sessions to maintain a bar of excellence and monitoring the impact of service programming.

### *3. Creative Development*

Responsible for driving the creative direction of [Church Name] including, but not limited to, service programming, promotions and digital media. This is accomplished by:

- Staying in touch with culture trends to effectively connect the culture with the Gospel.
- Understanding the creative DNA of [Church Name] to effectively maximize programming, series development and promotions.
- Leading the creative brainstorming for series, programs and other ministry events.

### *4. Series Development*

Responsible for working with the senior pastor and/or lead communicators to plan and develop series that accomplish the vision as well as spiritual, educational and organizational goals of the church. This is accomplished by:

- Scheduling and leading series planning meetings to plan series at least 6-9 months in advance.
- Creating and managing systems/processes to work with all team members to develop a series from idea to implementation.
- Developing the CAP team and delegating responsibilities related to creating series summaries, developing promotional elements and creating service scripts that are fluid, consistent and ultimately accomplish the goals of the series.

### *5. Musical Direction*

- Leading music staff to arrange and compose fresh, innovative musical arrangements and worship/music sets.
- Overseeing the philosophy, systems and deadlines related to the production of dynamic worship/music sets.
- Creating and managing systems/processes to work with all team members to develop a series from idea to implementation.
- Creating goals and accountability that encourage music staff to network, recruit and develop musicians and singers (strive to be at least three deep in every position.)

### *6. 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:

- Working closely with [Church Name] video team to produce creative and effective promotional and in-service videos including: concept, scripting, video shoots, editing and post-production.
- Leading and strategizing creative tactics to use video to promote and send the messages [Church Name] wants to communicate to the church and the world.

## *7. Technical Discussion*

Responsible for overseeing the audio, lighting, and video technology for [Church Name] including maintenance, programming and purchasing.

## *8. Budget*

Responsible for overseeing and managing the creative arts budget. Ensures that all guidelines for expenses and purchases are followed by team members.

## *9. Staff Supervision and Development*

Responsible for providing leadership to the creative arts team. The CAP leads, evaluates and mentors existing creative arts staff and volunteers and prioritizes future staffing needs. Includes the following responsibilities:

- Supervising the creative arts team in day-to-day operational activities.
- Overseeing the training and development of the creative team.
- Recruiting and empowering volunteers to serve for scheduled programs.
- Maintaining a strong network of relevant professionals (worship leaders, musicians, technical engineers, graphic designers, web developers, etc.)
- Developing ministry partnerships with outside vendors that share [Church Name]'s commitment to excellence.

## *10. Communications*

Responsible for overseeing the communications team to create consistency in messaging, branding and promotions. This is accomplished by:

- Working with the communications team to ensure a line-of-sight of church-wide programs and initiatives and strategically coordinate promotions.
- Developing creative ways to communicate desired messages with the worship audience.
- Leading communications team to create clearly defined policies and processes that set proper expectations related to promotions, especially as it relates to in-service promotions.