

CREATIVE ARTS PASTOR

Reports To: Senior Pastor

POSITION SUMMARY

The Creative Art's Pastor is responsible for overseeing and leading the creative and technical aspects of the media production within the church. This includes creating, managing, and executing a vision for multimedia content that supports the church's mission and enhances worship experience.

KEY RESPONSIBILITIES

- Provides visionary leadership by developing and articulating a vision for the creative arts ministry that aligns with the overall mission and values of the church.
- Create or select curriculum and resources for creative arts-related programs, such as arts workshops, classes, or outreach events.
- Primary leader for all social media, equipment, sound, and promotional content.
- Develop a vision and strategic plan for the creative arts ministry that aligns with the overall mission and goals of the church.
- Work closely with the Pastoral and Creative Arts team to develop themes and integrate creative elements into a cohesive message that supports the sermon series.
- Oversee the applications for new volunteers on the creative arts team.
- Lead production and social media team in brainstorming, scheduling and implementing creative art ideas into service, ensuring the branding guidelines are adhered to.
- Manage the administrative aspects of the creative arts ministry, including budgeting, scheduling, and resource allocation. Ensure that all projects are completed within budget and on schedule.

SKILLS AND COMPETENCES

Passionate about creative arts ministry, Integrity and heart of worship, Technical Proficiency
Visionary , Leadership focused , Excellent communication skills, Positive Attitude

PRODUCTION COORDINATOR

Reports To: Creative Arts Pastor

POSITION SUMMARY

The Production Coordinator is responsible for overseeing and managing all production aspects of the church's media content. This includes coordinating video and audio production, live streaming, and other media-related activities to ensure high-quality output that aligns with the church's mission and vision. The role requires excellent organizational skills, technical expertise, and the ability to lead and collaborate with a team of staff and volunteers.

KEY RESPONSIBILITIES

- Supports the technical and production aspects of live worship for Sunday services.
- Coordinates and administers production elements and equipment.
- Oversees all technical systems related to live streaming, including sound reinforcement, video projection, lighting, and cameras.
- Lead and recruit, train and develop production team volunteers.
- Serves as a central point of contact for all communication related to media projects.
- Ensure correct stage set-up.
- Maintain detailed records of all media-related activities, including schedules, budgets, equipment manuals, and project files, to ensure accountability and facilitate future planning.
- Schedule production team staff and volunteers.
- Collab with ministry departments to plan and produce services and special events

SKILLS AND COMPETENCES

Technical Proficiency, Organization Leadership and Team Management, Problem Solving , Adaptability, Ethical and Cultural Sensitivity, Continuous learning , Sensitive/Awareness of Service Atmosphere

SOUND ENGINEER

Reports To: Production Coordinator

POSITION SUMMARY

The Sound Engineer is responsible for sound production for worship services, events, and media content. This role involves operating and maintaining audio equipment, ensuring high-quality sound during live events, and producing clear and impactful audio recordings. The Sound Engineer collaborates closely with the media team, worship leaders, and other church staff to support the church's mission through excellent audio production.

KEY RESPONSIBILITIES

- Set up and calibrate audio equipment such as microphones, mixing consoles, amplifiers, speakers, and playback devices.
- Mix and balance audio levels during live events, monitor sound quality throughout the event and make real-time adjustments as needed to maintain clarity and balance.
- Coordinate with musicians, vocalists, and speakers to achieve the desired audio mix and ensure their requirements are met.
- Record live events and services for archival purposes or future distribution.
- Work closely with other members of the media ministry team, and communicate effectively with church leadership and event organizers to understand their audio requirements and preferences.
- Uphold the technical and ethical standards established by the church regarding audio production and distribution.
- Solicit feedback from leadership regarding the quality of audio production, and use feedback to identify areas for improvement and implement changes to enhance the overall audio experience.

SKILLS AND COMPETENCES

Attention to detail, Technical Proficiency, Audio Mixing/Engineering
Problem-Solving, Continual Learning, Cultural and Ethical Sensitivity, Team Collab and Communication

PRESENTATION

Reports To: Production Coordinator

POSITION SUMMARY

The Presenter is responsible for delivering engaging and inspirational content during church services, events, and media productions. This role involves presenting sermons, announcements, and other content with clarity and enthusiasm. The Presenter works closely with the media team to ensure that all presentations align with the church's mission, vision, and values, effectively communicating messages to the congregation.

KEY RESPONSIBILITIES

- Develop visually engaging slides and presentations that complement elements of the church service or event.
- Collaborate with church leadership and other team members to understand the key points and themes to be communicated through the slides, such as relevant visuals, quotations, scriptures, and other supporting content into the slides.
- Ensure consistency in design elements, branding guidelines, and visual style across all slides and presentations.
- Test slides and multimedia elements for accuracy, spelling errors, and formatting consistency before each service or event. In advance to confirm compatibility with the presentation software and hardware.
- Operate presentation software (ProPresenter) during services and events to advance slides in sync with the flow of the service, following cues from speakers, worship leaders, or directors.
- Solicit feedback from leadership to assess the effectiveness of presentations. Use feedback to identify areas for improvement and implement changes to enhance the visual communication experience.

SKILLS AND COMPETENCES

Proficiency in Presentation Software, Technical Proficiency, Attention to Detail Communication, Time Management, Continuous Learning, Cultural and Ethical Sensitivity

VIDEO DIRECTOR

Reports To: Production Coordinator

POSITION SUMMARY

The Video Director is responsible for directing the visual presentation of live streams and recorded services and events. This role involves operating the video switcher, coordinating multiple camera feeds, and ensuring a seamless and engaging visual experience for the audience. The Video Director works closely with camera operators, sound engineers, and other media team members to produce high-quality live and recorded content that aligns with the church's mission and vision.

KEY RESPONSIBILITIES

- Operate the video switcher during live services and events, selecting and transitioning between different camera angles and video sources.
- Coordinate with the audio team, lighting team, and other technical staff to ensure all elements of the live stream are synchronized and functioning correctly.
- Develop shot lists and production scripts to guide the camera operators and other team members during the live stream.
- Train and mentor volunteers and other team members in the operation of video switchers and other broadcast equipment.
- Conduct regular reviews of live stream and recorded content to ensure it meets the church's quality standards.

SKILLS AND COMPETENCES

Proficiency in Video Switching, Technical Proficiency, Attention to Detail, Communication, Time Management, Continuous Learning, Camera Operation and Shot Composition, Real-Time Decision Making, Multitasking, Leadership and Team Coordination

CAMERA OPERATOR

Reports To: Production Coordinator

POSITION SUMMARY

The Camera Operator is responsible for capturing high-quality video footage of church services, events, and other media productions. This role involves operating cameras and related equipment, ensuring that all visual content is visually appealing and aligns with the church's mission and vision. The Camera Operator supports the production of live streams, recorded videos, and other visual content that enhances the worship experience and engages the congregation.

KEY RESPONSIBILITIES

- Set up camera equipment, including cameras, tripods, and any additional accessories, ensuring proper positioning and framing for capturing the desired shots.
- Operate cameras during live events, services, and recordings, following cues from the director or production team to capture specific shots and angles.
- Execute smooth camera movements, such as pans, tilts, zooms, and tracking shots, to add dynamism and visual interest to the production.
- Maintain a professional demeanor and appearance while representing the church and the media ministry.
- Respect the privacy and dignity of individuals being filmed and adhere to ethical guidelines regarding consent and confidentiality.
- Seek feedback from supervisors and colleagues to identify areas for improvement and actively work to enhance skills and performance.

SKILLS AND COMPETENCES

Technology proficiency, Camera Operation Skills, Attention to Detail, Adaptability
Collaboration and Communication, Safety Awareness, Continuous Learning

TECHNICIAN

Reports To: Production Coordinator

POSITION SUMMARY

The Technician is responsible for the setup, operation, maintenance, and troubleshooting of all technical equipment used in worship services, events, and media productions. This role involves ensuring that all audio, video, lighting, and broadcasting equipment functions optimally to deliver high-quality content and experiences for the congregation.

KEY RESPONSIBILITIES

- Identify and resolve technical issues related to audio equipment, such as feedback, distortion, or malfunctioning gear.
- Perform routine maintenance tasks to ensure the longevity and reliability of audio systems.
- Keep abreast of emerging audio technologies and best practices to continuously improve the quality of audio production.
- Perform routine maintenance tasks on camera equipment, including cleaning lenses, checking batteries, and ensuring proper storage and transportation.
- Report any equipment issues or malfunctions to the appropriate personnel and assist in troubleshooting and repair efforts as needed.

SKILLS AND COMPETENCES

Technology proficiency, Equipment Operation Skills, Attention to Detail, Adaptability
Collaboration and Communication, Safety Awareness, Continuous Learning

SOCIAL MEDIA COORDINATOR

Reports To: Creative Arts Pastor

POSITION SUMMARY

The Social Media Coordinator is responsible for managing all aspects of the church's social media presence. This role involves creating and implementing social media strategies, coordinating content creation, scheduling staff and volunteers, and engaging with the online community. The Social Media Coordinator works closely with other media team members to ensure that the social media strategy aligns with the church's mission, vision, and values.

KEY RESPONSIBILITIES

- Ensure that content reflects the church's values, mission, and messaging strategy.
- Develop and implement a comprehensive social media strategy to enhance the church's online presence and engagement.
- Coordinate with church production staff, photographers, and videographers to gather content related to events, services, and community initiatives.
- Create and maintain a content calendar to plan and schedule posts across various social media platforms.
- Provide guidance and training to staff and volunteers involved in social media management or content creation.
- Ensure compliance with relevant laws, regulations, and social media platform policies, including copyright, privacy, and community guidelines.
- Maintain the church's brand integrity and uphold ethical standards in all social media communications and interactions.
- Cultivate an online community that welcomes seekers, fosters spiritual growth, and encourages participation in church activities and ministries.

SKILLS AND COMPETENCES

Social Media Expertise, Crisis Management, Adaptability, Visual Design Skills
Content Creation and Curation, Project Management, Continuous Learning

SOCIAL MEDIA MANAGER/ANALYST

Reports To: Social Media Coordinator

POSITION SUMMARY

The Social Media Manager/Analyst is responsible for overseeing the church's social media strategy and execution while analyzing performance metrics to optimize engagement and growth. This role involves creating, curating, and publishing content across various social media platforms to engage and grow the church's online community. Likewise, this role involves engaging with the audience, as well as using data analytics to assess the effectiveness of social media activities. The Social Media Manager/Analyst works closely with the Social Media Coordinator and other media team members to ensure that the church's social media presence aligns with its mission, vision, and values.

KEY RESPONSIBILITIES

- Determine the optimal times for posting to maximize reach and engagement with the target audience.
- Develop and curate engaging content for social media platforms, including text posts, images, videos, and graphics.
- Monitor and respond to comments, messages, and inquiries in a timely and professional manner.
- Optimize profiles and pages with accurate information, appealing visuals, and relevant keywords to increase visibility and attract followers.
- Stay informed about platform updates, algorithm changes, and best practices for maximizing reach and engagement.
- Encourage dialogue, discussion, and participation by asking questions, running polls, and soliciting feedback from followers.
- Assist in developing and implementing social media advertising campaigns to promote church events, services, and special initiatives.

SKILLS AND COMPETENCES

Social Media Skills, Adaptability, Analytical Skills, Strategic Thinking, Marketing
Crisis Management, Continuous Learning

PUBLICATIONS

Reports To: Social Media Coordinator

POSITION SUMMARY

The Publications Specialist is responsible for creating, managing, and distributing all print and digital publications, including the church app and website. This role involves producing high-quality content for newsletters, bulletins, brochures, calendars, and other written materials that communicate the church's mission, vision, and activities. The Publications Specialist works closely with the Social Media team and other church staff to ensure that all publications are consistent with the church's branding and messaging.

KEY RESPONSIBILITIES

- Design and format printed materials to communicate information about church events, programs, and ministries.
- Review and edit written content to ensure accuracy, clarity, and consistency. Checking for grammatical errors, typos, and inaccuracies before publication to maintain the professionalism and credibility of the church's materials.
- Collaborate with various church departments, ministries, and leadership to gather information and coordinate publication schedules.
- Oversee the printing and production process for printed materials, managing budgets, and coordinating delivery or distribution logistics. Ensure that printed materials are produced to high quality standards and delivered in a timely manner.
- Manage digital publications such as the church website, app, and email newsletters.
- Maintain an archive of past publications and digital content for reference purposes.
- Ensure that all publications adhere to legal requirements, copyright laws, and the church's branding guidelines.

SKILLS AND COMPETENCES

Graphic Design, Writing/ Editing, Communications, Organization, Attention to Detail
Creativity

PHOTOGRAPHER

Reports To: Social Media Coordinator

POSITION SUMMARY

The Photographer is responsible for capturing high-quality images that document church events, services, and activities. This role involves both the creative and technical aspects of photography, from planning and shooting to editing and archiving photos. The Photographer works closely with the media team to ensure that all visual content aligns with the church's mission, vision, and branding guidelines.

KEY RESPONSIBILITIES

- Plan, organize, and execute photography sessions to capture images of church events, services, activities, and facilities.
- Operate professional-grade cameras and equipment to capture high-resolution images in various lighting conditions and environments.
- Edit and enhance raw images using photo editing software such as Adobe Photoshop or Lightroom, etc. to correct exposure, color balance, contrast, and other aspects of the image.
- Organize and maintain a digital library of photographs, including cataloging, labeling, and archiving images for easy retrieval and reuse in future projects.
- Capture candid and posed photographs during church events, services, celebrations, and special occasions. This includes documenting key moments, interactions, and emotions to create a comprehensive visual record of church activities.
- Adhere to ethical standards and legal requirements related to photography, including obtaining necessary permissions for photographing individuals, respecting privacy rights, and obtaining licenses for using copyrighted material.

SKILLS AND COMPETENCES

Photography Techniques/Composition, Camera Operation, Lighting Skills, Post-Processing and Editing, Communication and Collaboration, Creative Vision

VIDEOGRAPHER

Reports To: Social Media Coordinator

POSITION SUMMARY

The Videographer is responsible for capturing, editing, and producing high-quality video content that documents church events, services, and activities. This role involves both creative and technical aspects of videography, from planning and filming to post-production editing and distribution. The Videographer works closely with the media team to ensure that all video content aligns with the church's mission, vision, and branding guidelines.

KEY RESPONSIBILITIES

- Conceptualizing, planning, shooting, and editing video content for various purposes, including church services, events, announcements, testimonials, promotional videos, and educational resources.
- Operate video cameras and equipment to capture footage of church services, events, performances, interviews, and other relevant content. For example, setting up cameras, framing shots, adjusting lighting and audio levels, and ensuring smooth camera movements.
- Edit raw video footage to create polished and engaging final products. This includes selecting the best shots, trimming clips, adding transitions, effects, and graphics, adjusting color and audio levels, and integrating music and sound effects to enhance the overall impact of the video.
- Manage post-production tasks such as rendering, exporting, and encoding video files in various formats for distribution across different platforms and devices.
- Organize and maintain a library of video assets, including raw footage, edited videos, and project files.

SKILLS AND COMPETENCES

Videography, Camera Operation, Audio Recording and Mixing, Lighting Techniques
Video Editing Software, Time Management and Organization, Storytelling and Narrative

GRAPHIC DESIGN

Reports To: Social Media Coordinator

POSITION SUMMARY

The Graphic Designer is responsible for creating visual content that enhances the church's events, special occasions, and overall branding. This role involves designing digital graphics, posters, flyers, and other visual materials that align with the church's mission and vision. The Graphic Designer will work closely with the Media Team to ensure cohesive and visually appealing designs for all projects.

KEY RESPONSIBILITIES

- Develop and maintain the visual identity and branding elements of the church, including logos, color palettes, typography, and graphic styles. Ensuring consistency and coherence in all visual materials to reinforce the church's brand identity and messaging across various media channels.
- Conceptualize, design, and produce a wide range of graphic design materials, including print and digital assets such as promotional materials, etc.
- Create original artwork, illustrations, icons, and graphics that align with the church's mission, values, and communication objectives. Applying creativity, artistic flair, and design principles to produce visually impactful designs that resonate with the target audience.
- Edit and manipulate images, photographs, and visual assets using graphic design software such as Adobe Photoshop or Illustrator, etc.
- Collaborate with other members of the church media team, including photographers, videographers, content creators, and publications to ensure alignment and consistency in visual branding, messaging, and production quality across all media channels.

SKILLS AND COMPETENCES

Proficiency in Graphic Design Software, Typography/ Color Theory, Layout Design, Brand Identity, Creativity and Innovation, Attention to Detail, Communication, Time Management
Continuous Learning

QUESTIONNAIRE

Name:

1. Do you have any Creative Arts experience? Including, but not limited to: Graphic Design, Videography, Photography, Video editing, Social Media, Sound Engineering, Studio Recording, Vlogging, Podcast, and/or Media production?

2. Are you efficient in the following softwares?

- Adobe Express/Canva
- Final Cut Pro
- Cap Cut
- Photoshop
- ProPresenter

Please list any other softwares not listed: _____

3. What part of Creative Arts are you most passionate about?

4. Why do you feel called to join this team?

5. How do you think your God-given gifts and talents can further advance this team?

6. What part of the mission/vision resonates deeply with you?