



St John Missionary Baptist Church
900 N. Seacrest Blvd.
Boynton Beach, FL 33435

JOB DESCRIPTION

POSITION TITLE: Director of Worship & Creative Arts
REPORTS TO: Senior Pastor (or his/her designee)
STATUS: Exempt
HOURS: 40 Hours per week
BENEFITS Paid Time Off (40 hours)

The role of the Worship & Creative Arts Director (WCAD) is to oversee all elements of service programming for St. John Missionary Baptist Church under the direction and leadership of the Senior Pastor. This will require a firm grasp of the beliefs, values and strategy of St. John Missionary Baptist Church and the ability to align staff, leadership teams, and volunteers with its mission, vision and values. This position will serve an intricate role in the worship services of the church, and therefore, the person filling this role must be able to connect spiritually with what God has for the congregation. The WCAD will lead all components of worship programming including music, audio, video, lighting, series planning, and creative elements like drama and dance.

The WCAD reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor or his designee provides an annual evaluation of the WCAD performance. The WCAD will be responsible and subject to church policy as determined by the Senior Pastor. Attendance at the following meetings are expected: Weekly Staff Meetings, Church Conferences (when requested), Team Meetings and other required meetings.

The Worship & Creative Arts Director will be responsible for the following:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of St. John Missionary Baptist Church. The WCAD should represent a growing personal relationship with Christ. The WCAD models a strong relationship with his or her spouse (if married) and children (if applicable). The WCAD 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 St. John Missionary Baptist Church 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 St. John Missionary Baptist Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of St. John Missionary Baptist Church 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 fresh 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.
- Cooperate with the Pastor and/or Chairman of the Board of Deacons in the area of general planning and leadership of the music program. The Director of Worship & Creative Arts shall be directly responsible to the Senior Pastor or the Board of Deacons (in the absence of the Senior Pastor).
- Establish various worship arts events or special services that may fulfill our vision (Praise Night, Concerts, Jazz event, Christian Theater, Music services, etc.).

3. Creative Development

Responsible for driving the creative direction of St. John Missionary Baptist Church 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 St. John Missionary Baptist Church to effectively maximize programming, series development and promotions.
- Leading the creative brainstorms for series, programs and other ministry events.

4. Series Development

Responsible for working with 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 assist in 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 WCAD 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

Responsible for casting vision, monitoring and influencing the musical direction of St. John Missionary Baptist Church to ensure it reflects the vision, values and goals of the church. These objectives are accomplished by:

- 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.
- Provide instrumental and choral music for Sunday Morning Worship Services (7:45 a.m. and 10:45 a.m.), Wednesday Night Mid-Week Worship, and Rehearsals.
- Provide instrumental and choral music for the following additional services during the year. Such services shall include but not be limited to:
 - Church Revival
 - Watch Night Service
 - Christmas Program
 - Good Friday
 - Easter Program
 - Off –Site Service
 - Member Funerals (including their immediate family)
- Be responsible for the leadership of all Church choirs.
- Conduct a separate/independent rehearsal with each choir preceding their scheduled service. Each choir shall serve at least once per month. Periodically, two choirs be used on the same Sunday (one for 7:45; one for 10:45), which is designed to reduce “burnout” of one choir.
- Changes to rehearsal schedules shall be approved by the Senior Pastor or Board of Deacons (in the absence of the Senior Pastor).
- Shall be responsible for recruiting for choir, dance and other relevant Fine Arts ministries.
- Responsible for developing a program to conduct musical learning sessions for youth (e.g. piano, keyboarding, voice lessons).

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 St. John Missionary Baptist Church Technology Ministry 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 St. John Missionary Baptist Church wants to communicate to the church and the world.

7. Technical Direction

Responsible for overseeing the audio, lighting, and video technology for St. John Missionary Baptist Church including maintenance, programming and purchasing.

- Work closely with the technology department to perform quarterly equipment inventories and weekly sound checks at least 30 minutes before the start of all scheduled services.
- Provide Technology Director (or designee) with lyrics to the songs scheduled at least 2 days prior to songs being sung during services.
- Serve as the Technology Director's immediate supervisor.

8. Creative Arts

Responsible for overseeing the Dance and Drama Ministries for St. John Missionary Baptist Church.

- Incorporate liturgical dance and drama into our worship services where appropriate.
- Review all engagements, team outings, social, fundraisers, and community service events and notify the Church.
- Serve as immediate supervisor of dance choreographer.
- Work with the Pastor in producing drama for seasonal productions of the church.
- Work with the other ministries of the church in developing and producing drama materials.
- Develop shows and productions that can be used as an outreach of the church in the community.
- Help to develop the church inventory of costumes, props, scripts, etc.

9. Budget

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

10. Staff Supervision and Development

Responsible for providing leadership to the creative arts team. The WCAD 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.)
- Ensure that the necessary personnel arrive at least 15 minutes before the start of all regularly scheduled services and events for sound checks.
- Developing ministry partnerships with outside vendors that share St. John Missionary Baptist Church's commitment to excellence.

11. 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.

12. Other Responsibilities

- Recommend the purchase of all necessary music and music supplies and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the church budget and be approved by the Chairman of the Finance Department or his/her designee.
- Shall obtain approval from the Senior Pastor or Chairman of the Board of Deacons (in the absence of the Senior Pastor) to use the church facility, music equipment, and music supplies with conducting activities outside of regular scheduled choir related activities (i.e. private lessons, outside choirs). These activities shall not conflict with regular scheduled and St. John related activities.

Qualifications and Aptitudes

1. Must embrace Christian discipline and Baptist doctrine and theology.
2. Music degree preferred; excellent musical skills and significant experience directing non-professional choirs and working with musical ensembles.
3. Must have 3-5 years' experience as Worship & Creative Arts Director or Minister of Music
4. Extensive experience with proven ability to develop and execute music and worship arts programming in large church setting.
5. Proven ability to supervise, develop and mentor staff; also guide and direct
6. Strong organizational and communication skills.
7. Must have a vision and a demonstrated ability to plan, develop, coordinate, manage and implement The Worship & Creative Arts Department within the parameters of the St. John Missionary Baptist Church.
8. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
9. Must possess a proven ability to work effectively with young people, parents, diverse individuals, and teams of volunteers.

Employee's Name: _____ Signature: _____ Date: _____

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