

Position Title: Creative Arts & Worship Pastor

Department: Creative Arts

Reports to: Team & Teaching Pastor

Supervises: Technical Director, Communications Director, Videographer, Creative Arts Admin

FLSA Status: Full-time, Exempt

Pastoral Status: Pastoral

Weekly Hours: 40

JOB SUMMARY

The Creative Arts & Worship Pastor serves as the primary spiritual, creative, and developmental leader of the Creative Arts ministry at Center Pointe Christian Church (CPCC). This leader is passionate about helping people encounter Jesus, growing disciples, developing teams, and creating engaging environments that help people find and follow Jesus.

The Creative Arts & Worship Pastor provides vision and leadership for worship, production, media, and creative arts while building healthy teams and empowering others to lead. This person champions creativity, innovation, collaboration, and excellence, while leveraging music, storytelling, technology, and creative experiences to help people take their next step with Jesus.

While gifted in worship and creativity, this role is first and foremost pastoral – focused on shepherding people, making disciples, developing leaders, and building teams which reflect the mission/values of CPCC.

KEY DUTIES & RESPONSIBILITIES

- Coordinate with Lead Pastor, Team & Teaching Pastor, Technical Director, and any others involved in creating and producing weekend services
- Serve on the Ministry Leadership Team with other department leads to prayerfully lead and provide direction for the overall ministry of CPCC
- Lead the Creative Arts Team to develop dynamic content and engaging experiences which lead others in worship
- Oversee scheduling and resourcing (music, media, coaching, etc) of team members including volunteers to ensure preparedness
- Responsible for managing Creative Arts Team worship resources within an annual budget
- Lead recruiting, training, and building of the Worship and Technical teams
- Lead the ministry as a disciple making environment where volunteers are growing spiritually, relationally, and in ministry effectiveness
- Develop leaders who develop leaders, creating a multiplying culture of ministry teams
- Oversee process of brainstorming creating, producing, and distributing visual media along with Videographer
- Collaborate in all phases of weekend service and special event production, including message development, media, graphic, and technical aspects from concept development through production
- Lead the Creative Arts Team and the creative message development process
- Collaborate with Communications Director, including print graphics, website management, social media, and videography, maintaining consistency of branding across all formats
- Create a culture based upon CPCC's Staff Core values within the Creative Arts Team

- Champion a culture of creativity, innovation, experimentation, and excellence which helps people encounter Jesus in fresh and compelling ways
- Lead the Creative Team in dreaming and engaging in producing excellent results while staying on schedule and within budget
- Leverage technology, media, storytelling, music, and creative arts to remove barriers and create pathways for people to find and follow Jesus
- Handle all staff evaluations and administration for the Creative Arts Team

Executing Weekend Services

- Collaborate and help oversee the leaders of the Tech, Media, Production, and Livestream teams
- Coordinate, produce, and project manage all in-person and online phases of the weekend services including creative elements
- Lead the worship team and congregation through a worship set for any given Sunday or special worship service
- Pray and communicate from the stage, creating moments to pastor those in the room
- Oversee Prayer & Worship nights.

Pastoring

- Shepherd volunteers, staff, and leaders through intentional relationship building, encouragement, prayer, discipleship, and spiritual care
- Plan gatherings throughout the year – opportunities for the team to connect outside of normal weekly church activities, to communicate/cast vision, and promote deeper relationships {

Coaching & Development for Volunteers

- Lead the development process of all worship team members
- Train & empower team members to lead worship, prayer moments, etc.
- Answer questions for team members, being available to them as they prepare for rehearsal each week
- Provide resources or outside coaching to help team members in individual growth as musicians when needed

QUALIFICATIONS

Education/Experience

- High school diploma or equivalent is required
- Bachelor's degree in a field of study related to Biblical studies or Ministry leadership is preferred
- Preferred 3-5 years worship leadership experience in a large church setting (1000+)

Skills/Specialized Knowledge/Abilities

- Visionary leadership and character which possesses spiritual discernment, emotional intelligence, and the ability to establish rapport with various professional and amateur artists, musicians, technicians and teaching/executive pastors
- Organized and efficient, especially with time management
- Excellent communicator both orally and written, able to protect/enhance the CPCC mission & brand
- A multi-tasking team player with high energy, strong interpersonal skills, and a positive attitude
- A strong desire to learn and better your craft
- Demonstrates humility, teachability, emotional maturity, and a willingness to place the mission above personal preference

- Requires advanced interpersonal and communications skills to establish and maintain relationships within the CPCC staff and the Creative Arts team
- Advanced musical skill both vocally and instrumentally
- Computer proficiency in a Mac environment is required; proficiency with Google Workspace preferred

WORK SCHEDULE

- **Weekdays:** Monday - Thursday, this position typically works during standard business hours with the ability to flex for evening practices or events
- **Sunday Hours:** 6:30 AM to 1:30 PM
- **Weekly Hours:** 40 hours per week
- **Holidays** such as Easter, Mother's Day, Father's Day, and Christmas are required work days, and the week leading up to these holidays should be considered unavailable for personal vacation.

PHYSICAL REQUIREMENTS

Work Environment

- The noise level in the work environment can reach high levels during rehearsals and leading worship

Physical Demands

- **Mobility:** The ability to walk, stand, and move freely throughout church facilities. Standing for long periods of time leading rehearsals and worship during weekend services and special events. Some time will be spent in an office setting, sitting and working at a computer.
- **Computer and Office Work:** Regular use of a computer keyboard, phone controls, and other standard office equipment, which requires manual dexterity, close vision, and the ability to sit for long periods
- **Lifting:** The occasional ability to lift and move items such other equipment/supplies, typically up to 25 pounds, but sometimes up to 50 pounds
- **Communication:** The regular need to talk and hear in various contexts, including leading volunteers, training sessions, meetings, and public speaking
- **Vision:** Specific vision abilities, including close vision, distance vision, and the ability to adjust focus

SPIRITUAL REQUIREMENTS

As a CPCC staff member, the Creative Arts & Worship Pastor is expected to: be an actively contributing member of CPCC aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the CPCC Core Values and Staff Values as part of an ongoing lifestyle.

PERFORMANCE REVIEW

The Creative Arts & Worship Pastor will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

EMPLOYMENT AT-WILL

All employees of CPCC are at-will, and as such, are free to resign at any time without reason. CPCC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the

sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CPCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

ACKNOWLEDGMENT

I have read and received a copy of my job description and at-will employment statement. 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 is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Lead Pastor.

The Creative Arts & Worship Pastor named in this job description has been commissioned for ministerial work by the CPCC's Board of Elders. As such, they may be called upon to carry out appropriate sacerdotal (spiritual/priestly) duties of the ministry, including, but not limited to, marrying, burying, baptizing, praying for the sick, teaching, and leading groups. While a staff member's title may not include the word "pastor," all staff who are commissioned are expected to be prepared to work in the ways mentioned above, if called upon by the Leadership.

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related job duties.

Employee Printed Name

Employee's Signature

Date

Supervisor Printed Name

Supervisor's Signature

Date