



Job Description

Creative Arts Minister	
Reports to: Lead Pastor	
FLSA Status: Exempt	Benefit Category: Full-time Employee
<p>Role Definition: The primary function is to build up a team of musicians, singers, and a creative team while also being a main worship leader. This person would be focused on discipleship, worship team recruitment and training, oversight of creative and technical areas of ministry including Pro Presenter, sound equipment, room aesthetics, as well as being the primary planner of weekly worship. This includes setting and maintaining quality standards for all aspects of music worship and fostering a space of prayer and spiritual connection.</p>	
<p>Position Preferences:</p> <ul style="list-style-type: none"> • 3-5 years of experience in church music ministry. • College degree in music, worship, or ministry. • Active Christian which is evident in daily work and personal interactions. 	
<p>Professional Attributes - desirable characteristics helpful in achieving optimal outcomes in this role include:</p> <p>Ministry Vision and Focus: Creates ministry vision and strategy; develops and implements ministry plans; articulates plans for ministry and in the context of overall Trinity mission to staff and laity; ensures the ministry achieves stated objectives.</p> <p>Results Orientation: Plans, organizes, manages resources within established limitations; manages time effectively; ensures follow-through; complies with policies and procedures; achieves ministry excellence.</p> <p>Job Knowledge: Professional/technical knowledge; understands requirements of the job functions/tasks; demonstrates a working knowledge of related or supporting jobs.</p> <p>Volunteer Involvement and Management: Develops volunteer service opportunities; recruits, trains, integrates and retains volunteers in order to achieve ministry goals; mentors and nurtures volunteers.</p> <p>Teamwork: Builds relationships and team spirit; addresses and resolves conflict positively; influences others; manages diversity/gets along with others who are different from themselves.</p> <p>Taking Initiative: Action oriented, has personal drive; demonstrates commitment; identifies opportunities to improve processes and procedures.</p> <p>Leadership: Provides direction; aligns people and resources effectively; motivates/inspires others; leads by example.</p> <p>Communication: Fosters open, straightforward communication; listens; exhibits good interpersonal and written skills.</p> <p>Decision Making: Problem solving; decisive; involves others; employs a Christian perspective.</p>	
<p>Professional Skills:</p> <ul style="list-style-type: none"> • Experience in leading contemporary worship/familiarity with traditional worship • Experience in volunteer recruitment, management, and appreciation • The ability to lead the congregation vocally and lead a team instrumentally • Capacity to manage the technology and equipment necessary to support contemporary worship • High level organizational skills 	
Physical/Mental/Essential Job Functions: See back page for details.	



Job Description

Creative Arts Minister

Physical/Mental Requirements and Essential Job Functions

Key to below: R = Rarely (0-15%) O = Occasionally (16-45%) F = Frequently (46-100%)

Physical Requirements

F Bending, kneeling, reaching
F Lifting/carrying 0-40 lbs
F Sitting
F Standing for long periods
F Walking

Mental Requirements

O Analyzing and interpreting data
F Creating
F Organizing
F Prioritizing
F Problem solving
F Verbal communication
F Written communication

Equipment use and Frequency

F Computer
F Copier
R Fax
R Postage machine
R Telephone

Essential Functions:

1. Demonstrates a deep and growing relationship with Jesus
2. Sound understanding of Scripture and of the grace of God through Jesus
3. Ability to lead with creativity, passion, and clear vision for worship
4. Directly oversee the planning, preparation, and execution of modern worship
5. Able to relate to and lead a multi-generational congregation in worship
6. Creative Arts – expresses or fosters creative and aesthetic design
7. High level of initiative and motivation
8. Team Building – forms highly effective teams
9. Recruit, manage, motivate, and equip volunteers
10. Proficiency in Pro Presenter, Light Key, and Planning Center
11. Music; Production; Technology; Social Media
12. Oversees and groups teams for music
13. Encourages team growth and participation, actively recruits members from the congregation.
14. Oversees resources and all paid / volunteer music staff.
15. Participates in improving the effectiveness of the Church's ministry goals.
16. Exhibits positive interpersonal and communications skills when working with groups and individuals.
17. Maintains high standards of confidentiality.
18. Meets expectations for attendance, punctuality and maintaining a professional appearance and demeanor.

Disclaimer: The above statements reflect the general details considered necessary to describe the essential functions of the job and shall not be considered a detailed description of all work that may be required.

Position Description has been approved by the Human Resource Team:
Position Description has been approved by Supervisor on:

I have read and understand the expectations of my role at Trinity Lutheran Church.

Name (Printed)

Signature

Date