

Shirley Hills Baptist Church

Job Title: Creative Arts Director

FLSA Status: Full time, Exempt (40-50 hrs a week)

Reports To: Executive Pastor of Ministries

JOB SUMMARY:

The Creative Arts Director assists in expanding SHBC's gospel impact through visual arts and branding related to the church and its ministries - including digital, print, social media, and video platforms. This position will report to and work in coordination with the Lead Pastor, Executive Pastor, and Worship Director in a comprehensive creative process to enhance the church's messaging and engagement with the current culture. The Creative Arts Director is not just an "artist" position, but a ministry leadership position with a love for the gospel message and the church at its heart. He/she must effectively lead, administrate, and mobilize staff and volunteers into a team that consistently provides creative, meaningful, and emotionally evocative content across all Shirley Hills platforms and gatherings. High attention to quality and detail is required.

CONDITIONS OF EMPLOYMENT: Character, Culture, Competencies

**Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the Character, Culture, and Competency standards laid out in this job description.

CHARACTER:

1. Affirms the Hills Articles of Faith (which are the Baptist Faith and Message 2000).
2. Affirms the Hills Church Covenant for Covenant Members.
3. Models the biblical standard of personal conduct and lifestyle that is expected of all covenant members.
4. Fully participates in the life of the Hills as an active covenant member.

CULTURE:

Church and Team Culture

1. Biblical Truth – Faith
2. Authenticity – Dependence
3. Community- Team
4. Relevant - Engage
5. Give God our best – All the way
6. Reproduce – Leadership Development
7. Life Giving – Flexibility
8. Transformation – Celebration

COMPETENCIES:

"Core Four"

1. Possesses Interpersonal Savvy: Relating openly and comfortably with diverse groups of people.
2. Collaborates With Others: Builds partnerships with others to meet shared objectives.
3. Ensures Accountability: Holding self and others accountable to meet commitments.
4. Demonstrates Self-Awareness: Understands personal strengths and weaknesses.

Tier One:

1. Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations.
2. Effective Communication: Uses multi-mode communication that is prompt, clear, honoring, professional.

Tier Two:

1. Directs Work: Delegates tasks, organizes tasks, and removes obstacles to get work done.
2. Drives Results: Consistently achieves results, even in difficult circumstances.

Tier Three:

1. Manages budgets: Applying understanding of financial indicators to make good budget decisions.
2. Manages ambiguity: Operating effectively, even when things are not certain and the way forward is not clear.

Duties and Responsibilities

1. Develop and Implement Ministry Tactics (25%)

- a) Ensure ministry tactics align with the organizational strategy and vision of the church
- b) Set and track goals for growth and productivity, leading the team and making adjustments as necessary
- c) Communicate the strategy and tactics to those in and around our creative arts ministry.
- d) Oversee growth of creative arts ministry through excellence, creativity, and equipping.
- e) Maintain good stewardship of the ministry budget, leveraging it towards ministry impact
- f) Develop and oversee implementation of the Leadership Pipeline, including onboarding and ongoing training
- g) Make ministry excellence a priority in every facet
- e) Manage the Creative Arts budget.

2. Sunday Gathering Production (25%)

- a) Work with Worship Director to oversee the creation, editing, and production of video and graphics needed to advance the churches mission (including announcement videos, creative videos, baptism videos, message graphics, graphics for church communication)
- b) Aid the Worship Director in driving the quality/creative/spiritual standards (DNA) for the content of weekend experiences across all campuses (lighting, video, welcome video, preservice videos, and online content).
- c) Manage production and postproduction of our worship services.
- d) Oversee the livestreaming of our services.

- e) Work with Worship Director to lead and help develop a high quality Creative/Programming Team that delivers an excellent weekend experience that is easily implemented by other campus's. This includes scheduling and all A/V elements of the worship gathering.
- f) Lead brainstorming meetings to creatively develop the elements of the service that will reinforce and support the message of the service.

3. Social Media and Website (25%)

- a) Responsible to help lead and coordinate all aspects of the church's social media outreach and communication
- b) Create a social media strategy and schedule
- c) Establish and equip a social media team

4. Graphics and Video Production (25%)

- a) Create or acquire graphics needed for ministry effectiveness and communication
- b) Oversee and produce videos needed to communicate and inspire to accomplish the mission of the church

5. Miscellaneous Responsibilities

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

- Be present and willing to provide a helping hand with miscellaneous duties during the gathering: including first steps, baptisms, communion, etc.
- Be present at weekly staff meeting.
- Participate in all staff retreats and events.

Essential job function: Duties [1] through [4] are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

Job Requirements

Physical Requirements:

1. Ability to frequently stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift frequently.
3. Ability to lift 40 to 50 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate frequently with other people.
6. Ability to operate computers frequently in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

Work Environment

1. May occasionally, work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is occasionally loud.
4. May occasionally work outdoors.

5. May frequently work indoors within office spaces.

Office Hours and Work Schedule

1. Office Hours: Weekend services and evening student gatherings. Monday through Thursday regular office hours (9:00am-5:00pm). Student events, as well as other church events as assigned.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook.
3. Time Off: Consult the Hills Handbook for time off policy.

Organizational Relationship

Executive Pastor – **Primary**

Lead Pastor– **Secondary**

This job description is subject to change at any time.

Date: _____

Kris Dekker Executive Pastor of Ministry and Operations

Date: _____