

Director of Responsive Arts, Creative, & Communications

Job Description

Job Commitment • Full-time; 40+ Hours per Week

Church Commitment • If not already, become a covenant member within 6mo. of hiring date.

Average Work Week • Monday through Thursday in-office with one of those days being shifted to include an evening rehearsal. Sunday is considered a work day also.

Synopsis • Sacred Mission Church is looking to hire someone to work in a growing, innovative, and exciting church culture who is gifted and excels in the following areas:

- Equipping and building music and tech teams
- Graphic design, web design, and photo/video
- Communication planning and campaign execution

Profile

- Creative, musically gifted, able to lead music alone (Instrument and Vocal), organized, systems oriented, strong leadership, technology proficient, people focused

Responsibilities

Responsive Arts

Direct Report: Lead Pastor

Administrative

- Monthly leadership meeting with direct report
- Coordinate and lead regular RA Leader team meetings
- Oversee recruitment and onboarding of new RA ministry volunteers - (Band & A/V)
- Oversee planning, execution, and communications of RA ministry training
- Oversee implementation of new technology and systems utilized within RA ministry
- Oversee healthy stewardship and maintenance of all RA equipment
- Assist with annual budget approval as well as operate within the Elder approved annual budget

- Handle all purchases, ensuring the RA ministry is properly equipped to execute their win
- Curation of song chord charts and rehearsal training files within CHMS
- Management of team members within CHMS

Sunday Gathering

- Schedule and ensure all RA positions are appropriately staffed for Sunday Gatherings
- Work with Lead Pastor/Preaching Elder to develop a cohesive Sunday Gathering liturgy
 - Coach and inform RA Leaders to develop a cohesive Sunday Gathering liturgy on weeks they lead
- Ensure SMC Live Stream success is prioritized and reviewed weekly for quality control
- Oversee A/V troubleshooting as well as prioritize long-term solutions for issues that arise
- Enter all RA related elements and content into presentation software
- Oversee pre-gathering sound check and production run-through

Special Gathering

- Schedule and ensure all RA positions are appropriately staffed for special gatherings
- Collaborate with staff and Lead Pastor to plan and prepare special gatherings as they relate to RA Ministry
 - Easter Sunday
 - Good Friday
 - Eve of the Eve
 - Mission Vision Worship and Prayer Nights

Creative

Direct Report: Lead Pastor

- Oversees all creative, leading, & coaching of photographers, videographers, and graphic designers
- Collaborates with the production team (RA A/V)
- Acts as the aesthetic and creative lead for sermon series and other large key initiatives (Easter, Advent, Eve of the Eve, Good Friday, Worship and Prayer Nights, etc.)
- Reviews and improves the brand guide yearly
- Maintains and updates SMC website, app, and social accounts
- Translates and implements the brand into SMC's physical spaces
- Designs and oversees all print material
- Oversees the capture and editing of regular content for use in SMC communications

Communications

Direct Report: Lead Pastor

- Build and execute a system for effective event communications
 - Build and execute a system for follow-up and assimilation of first time guests
 - Engage the congregation through “digital discipleship” efforts
 - Update content on website, app, and social accounts
 - Build and sustain a following on social accounts
 - Manage all communication platforms (Email, text, app, etc.)
 - Create a culture of clear and consistent communication from SMC to the congregation
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Compensation

Salary • TBD

Raise • 3% Annually

Vacation • Unlimited

Insurance • Health, Dental, & Vision Available

Retirement • Simple IRA with 3% Match