




JOB DESCRIPTION
CREATIVE ARTS COORDINATOR
CAMPUS: County Line Campus

Ministry Area: Creative Arts Ministry (CAM)
Ministry Position: Coordinator
Time Commitment: 15 hours per week, part-time salary, non-exempt status
Report to: Christian McAllister, Campus Pastor

Position Overview

The Creative Arts Ministry (CAM) Coordinator will plan, rehearse, and lead weekend services at the County Line Campus managing all areas of the Creative Arts Ministry. This position is salaried to facilitate the “24/7 mentality” of ministry.

Essential Job Functions

- Coordinates all aspects of the campus Creative Arts Ministry (CAM)
- Develop a plan and grow each ministry arm of the CAM through shared vision and good communication consistent with Know It, Live It and Give It Away
- Coordinate the recruiting and training of volunteer teams for all areas of the CAM
- Assist in the leading and spiritual oversight of team leaders within the CAM
- Assist in creative processes, plans, and strategies alongside creative and pastoral team
- Assist in the overall campus communication strategy and execution
- Meet with the campus pastor and counterparts on a regular basis as scheduled
- Attend and participate in all regular meetings assigned or scheduled by the campus pastor 
- Assist in administrative duties for the campus
- Remain flexible in job duties with a “church planter’s heart”
- Strong ability to coach others
- Strong ability to gather followers, build a team and delegate

Spiritual Life

- Have a vibrant prayer life: the beginning to a healthy ministry and job function (1 John 5:14).
- Have a teachable spirit and servant’s heart (Philippians 2:1-11).
- Grow in faith as a believer in Christ (2 Peter 1:5-11).
- Actively making disciples (Matthew 28:18-20).
- Pursue holiness and godliness (Titus 2:7, 4:7) .
- A spiritual leader (1 Tim 3:4,5).
- Provide spiritual leadership to ministry volunteers (1 Peter 5:1-3).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.

- Have attended the Discovery Classes or will attend within the first six months of being hired.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day and annual review by the County Line Campus Pastor.
- Input from leaders, staff, and volunteers.