



## Job Description

**Title:** Creative Arts Ministry Coordinator  
**Reports To:** Creative Arts Ministry Leader  
**FLSA Status:** Non-Exempt  
**Prepared By:** Justin Kreissig  
**Hours per week:** 29

**Ministry:** Creative Arts  
**Classification Grade:** T-3  
**Approved By:** Human Resources  
**Approved Date:** 01/30/2023

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## ESSENTIAL ORGANIZATIONAL VALUES

The Creative Arts Ministry Coordinator is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The Creative Arts Ministry Coordinator is responsible for taking the leadership of all ministry functions they oversee, for living out Real Life's Organizational Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Values and 7 Ministry Essentials, and for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Creative Arts Ministry and Real Life Ministries Staff Team:** Creative Arts Ministry Coordinator has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Ministries Staff Team as a whole to accomplish church-wide objectives and goals, Creative Arts objectives, and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

## JOB SUMMARY

This role supports and is responsible for the planning & execution of events associated with the Creative Arts Ministry.

## Primary Responsibilities (90 %)

- Planning and executing key Creative Arts events in collaboration with staff and appropriate volunteer teams, including, but not limited to: productions, classes, camps, special events
- Planning & Execution Components (depending on scale of event):
  - Creating and/or working with a volunteer team to plan and execute events
  - Work within the approved annual budget and monitor monthly expenses
  - Create a marketing game plan to reach desired attendance outcomes
  - Work with the Communication Team for churchwide marketing
  - Tracking attendance to pursue new participants
  - Collaboration with the Communication Team for development of promotional material, signage, website, apparel and printing need
  - Coordinate with the Communications Team to promote events through social media
  - Pre-planning of Order of Service and coordination of Audio/Video components working with Worship Arts
  - Coordinate all food & beverage service as needed for events
  - Training and coordination of event volunteer teams

- Develop event goals and objectives. Identify the ministries key goals before planning to ensure that every part of the event is optimized for success
- Community Partnerships – Build partnerships within the community, as directed by the Creative Arts Ministry Lead, in order to identify needs, build relationships and make a bridge for people to connect to Real Life Ministries

### Real Life Staff Relations (10 %)

We believe it is our staff's job to know what the team as a whole is doing and to support the whole team. This means that you will have each other's back when the enemy seeks to divide. It also means we understand the ministry as a whole and where each part fits and why it exists. We also then point people to the part of the ministry that will help them and promote events that come up. We desire organizational awareness for every member of our team; including, but not limited to:

- Help collaborate with other ministries within Real Life
- Participate in weekly staff trainings & month All Staff
- All church events
- Social events, etc.

### QUALIFICATIONS and REQUIRED SKILLS:

#### Skill Set

- Organization and managing details are key. Must be able to proactively keep on top of to-do lists, spreadsheets, checklists and manage multiple calendars
- Must be able to think on their feet, put things together fast, change course quickly, and create amazing experiences despite constant change
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a biblical manner
- Must be a good problem solver and an intuitive thinker
- Needs to take initiative to anticipate potential challenges and issues
- Comfortable giving direction event team regardless of position
- Ability to initiate, plan and manage projects and meetings
- Appropriately handle sensitive and confidential information and situations
- Ability to focus on details, prioritize and meet deadlines
- Proficiency with the Internet, social media, Trello, Microsoft programs (Outlook, Word, Google Docs, Excel), and other computer-based technologies
- Ability to lift and carry approximately 40 pounds
- The ability to focus on the big picture while keeping track of all the little details
- Able to have a Plan B, C, and D

#### Spiritual Development

- Demonstrates a **stable**, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23)

#### Ethics

- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, dresses appropriately
- Can balance between being a self-starter and not being afraid to ask questions and receive further direction

## **Passion/Calling**

- Must be passionate and bring energy, creativity, drive, and excitement to the table
- Willingness to work behind the scenes and invest in a disciple making team
- Passionate about and living out the vision and mission of Real Life Ministries

## **SPECIFIC ASSIGNMENTS**

1. Organize and manage special events and classes
  - Act as a liaison between Maintenance staff, Audio/Visual teams, ministries and support staff
  - Create and stick to project budgets
  - Recruit, train and coordinate volunteers for events/classes
  - Coordinate with outside vendors (catering, books, materials, etc.)
  - Purchase and pickup supplies with potential for heavy lifting
  - Track new families/individuals from events to get them connected
  - Create content and post on social media weekly to monthly depending on need
2. Organize and track inventory of Creative Arts equipment and supplies
  - Ensure that items are cleaned and stored properly
  - Organize and maintain storage areas
  - Shop/restock supplies as needed
3. Populate church calendar/seasons calendar with Creative Arts events
4. Ability to utilize and manage the Rock database management system
  - Create and manage registrations in the Rock
  - Enter ministry events, room reservations and related details into the system
  - Create and maintain serving and participation groups
  - Submit requests for background checks
  - Create room layouts for events
5. Process credit card statements
  - Print statements each month and distribute to team
  - Check all receipts are submitted and statement balances
  - Complete Credit Card Distribution form, attain appropriate signatures and submit to accounting
6. Participate in the development of new policies and procedures as needs arise
7. Other duties as assigned

## **GENERAL ASSIGNMENTS**

1. Attendance at weekly staff meetings and other staff functions
2. Must be willing to work odd hours including evenings and weekends

## **COACHING AND DEVELOPMENT**

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Team Leader & direct supervisor and in harmony with the Real Life's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development.

**Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:**

- Personal Responsibility
- Problem Solving
- Consistent Methods
- Recruiting
- Collaboration

**Spiritual Aspects of Job Requirements:**

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." –Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, we must understand group dynamics and ensure effective consensus- building and decision-making.
- Personal initiative and diligence which produces follow-through in tasks.
- Solid biblical and theological convictions which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

**Physical Abilities required**

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 20 pounds (i.e. tables, chairs, case of water...), frequently lift and/or move up to 40 pounds (stack of chairs).

**Disclaimer(s)**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_