

RIVERSIDE CREATIVE ARTS PASTOR

Job Description

The Creative Arts Pastor role is vital in the planning of Sunday services and events. The goal is to assist the Campus Pastor in creating meaningful and engaging services which allow all who attend to feel known, cared for and included. The goal is to use music and other creative elements to create meaningful moments in which our community can acknowledge and engage in the presence of God. The Creative Arts Pastor holds all the elements of the service together and aims to use these elements to take the church on a journey that links to the preaching series and message for that Sunday.

Worship

- Sending monthly block-out reminders
- Creating the monthly worship roster for Sundays at Riverside
- Attending Roster meetings on the third Thursday of every month from 8:30 to 9:30 at Grace uMhlanga
- Rostering Preachers to PCO
- Rostering Hosts to PCO
- Rostering Team Leaders to PCO
- Recruitment and development of new worship team members.
- Coming up with, and implementing a recruitment strategy for new team members.
- Sending online application forms and the link to our CAT brochure
- Handling new applicant workflows
- Auditioning new applicants
- Introducing new applicants to Planning Centre Online
- Integrating new applicants into the team
- Teaching new team members how to use Aviom and IEMs
- Communicating with worship leaders regarding the flow for Sunday, number and type of songs, series and message/theme for Sunday
- Ensuring songs are up by Tuesday
- Communicating with the AM and PM Sunday team
- Reminder that they are serving
- Running Thursday night and Sunday afternoon worship rehearsals
- Making, emptying and cleaning worship files
- Leading worship and/or being a part of the worship team on Sundays
- Identifying new potential worship leaders and the development and raising up of new worship leaders, training them on set planning and leading a team
- Supporting and walking alongside worship team members in their spiritual journey

Creative

- Attending Creative meetings
- Attending Global Flow meetings
- Creating the flow for each Sunday alongside Riverside Campus Pastor & Tech Coordinator
- Executing creative ideas at campus level
- Completing media forms and payment approval requests for Sunday creative elements
- Communicating important information (baptisms, communion, special services) with campus staff involved
- Running Production meetings every Thursday at 12:00pm at Grace Riverside
- Proofing sermon slides and videos for services, along with Tech coordinator
- Creating new plans on PCO (Sundays, Special Events, etc)

- Assist in the planning of team nights
- Sourcing décor for events and series
- Managing Riverside Tech Coordinator
- Assisting with ensuring the tech roster is complete
- Communicating important creative elements
- Alerting Tech Coordinator to tech issues that need to be addressed in the auditorium
- Communicating Sunday worship set up
- Downloading new moving backgrounds for worship
- Importing and setting up new songs to Planning Centre (chord charts, keys, mp3s, tracks)
- Recording of vocal parts (melody, alto, tenor) for new songs and uploading onto Planning Center
- Overseeing the set-up of media each Sunday on pro-presenter (videos, slides, songs, sermon slides)
- Communicating stage set up to Tech Coordinator

Apply

To apply for this position please send your CV and motivational letter to info@grace.org.za.