



## Job Description

**Position Title:** Worship and Creative Arts Director  
**Reports To:** Campus Pastor  
**Revised:** 10.21.2019

**Department:** Creative Arts  
**Status:** Full-Time; Salaried, exempt  
**Campus:** Millersburg

### Primary Purpose

The Worship and Creative Arts Director will contribute to NewPointe's mission of leading people to realize and reach their full potential in Jesus Christ by engaging people and connecting them to God through music and organizing and executing live creative elements during adult weekend services and large adult events.

### Key Result Areas

- Recruit, train, develop, and care for volunteer musicians and vocalists for big room, and assist all Millersburg environments in doing the same.
- Lead and foster a healthy, creative volunteer culture to execute weekend service creative elements.
- Provide leadership at the assigned campus by directing rehearsal sessions, auditioning and coaching volunteer musicians and vocalists, and leading worship.
- Responsible for scheduling band and rehearsals, as well as planning, preparing, and executing music for adult weekend services.
- Other duties as assigned

### Position Requirements

Supervisory

- Recruit, lead, and develop volunteers (see above volunteer development section)

### Knowledge/Skills/Abilities:

- Ability to be a team player and adapt to changing circumstances
- Ability to function within a team structure and work independently on individual tasks
- Ability to lead multiple projects simultaneously
- Able to work with other NewPointe departments to coordinate and execute projects

### Qualifications

Education: High school diploma required, college degree desired

Experience: Minimum one-year related experience in leading at high-levels in a service programming-related field

NewPointe Community Church expects pastoral functions to be performed in this position, which may qualify the employee to claim a housing allowance. Please refer to the Housing Allowance Policy for more information on qualification and procedure for requesting the housing allowance. Pastoral functions expected in this position include:

1. Administering the sacraments (i.e. baptism, communion, dedication, marriage).
2. Conducting religious worship.
3. Having management responsibility at NewPointe Community Church.
4. Being considered as a religious leader by NewPointe Community Church.

**Physical Activities/Requirements**

- Ability to lift and move music and production equipment

**Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders with in NewPointe, including:
  1. Partnership
  2. Tithe (within 3 months of hire)
  3. Participate in authentic community (meaningful accountability)
  4. Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

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Applicant Signature/Date

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Management Signature/Date