



## **Creative Arts Coordinator**

Pryor First Church of God

### **GENERAL INFORMATION:**

**STATUS:** Full-time

### **JOB SUMMARY:**

The Worship & Communications Producer is a role requiring both creativity and administrative skills. This team member will support the ministries of FCOG through music, media and more.

### **WHAT MATTERS MOST TO US FOR THIS POSITION:**

- Be ready to jump in with our team's journey, learning to **live like Jesus so we can love like Jesus**. This means fostering an intentional, growing relationship with Jesus in and outside of work.
- Align theologically with our core beliefs. (<https://www.pryorcog.com/what-we-believe>)
- An eye, an ear and a commitment to and for excellence.

### **MINISTRY RESPONSIBILITIES & TRAITS:**

#### **WORSHIP ADMINISTRATION**

- **Planning Center Services**
  - Manage regular scheduling of and communication with worship ministry volunteers and possibly other ministry areas.
  - Populate weekly service plans, add files and maintain song records, etc.
- **ProPresenter**
  - Design and organize weekly presentations in time for mid-week rehearsals.
  - Apply appropriate cues for consistent excellence in the room and online.
  - Maintain updated lyric orders for a seamless experience for our volunteers.
  - Add stage display notes for our team as appropriate.

- **Music & Folders**

- Use SongSelect along with word processing and/or pdf editing software to create excellent chord charts, lead sheets, etc for each new song.
- Responsible for overseeing weekly preparation of music and/or folders for each week's team in advance of mid-week rehearsals.

- **Worship Leadership**

- Work alongside the Lead Associate Pastor to plan, prepare, and/or co-lead weekly worship services.
- Oversee & develop GenNow worship ministries, developing student worship teams (leading worship 24-26 Wednesdays in the year).
- Lead worship in adult gatherings on weeks that Lead Associate Pastor is gone or has other duties (12-16 weeks).
- Fill instrument & vocal gaps on the worship team to help maintain excellence in our music ministry.

## **COMMUNICATIONS**

- **Video Production**

- Assist pastoral staff in the recording & production of videos for our worship and adult education environments.
- Train and schedule live stream technicians and hosts for online services.

- **Subsplash**

- Routinely update, manage and maintain our website and app.
- Update Media Library weekly with Sunday's content.
- Set up weekly live stream.
- Serve as the primary point of contact for all Subsplash services.

- **Graphic Design**

- Create, obtain and/or customize branding, logos, and other graphics for ministries, events and publications as needed.

- **Electronic & Print Media**

- Format and publish our Monthly publication along with any other print or digital communication that the lead pastors need to distribute.
- Keep MailChimp Lists and Mailing Lists current through Planning Center Database.

- **Social Media Management**

- Develop and execute a weekly rhythm of social media content on FCOG pages (in conjunction with Pastoral Staff).
- Ensure social media messages are replied to promptly by an appropriate party.

- **Planning Center Suite**

- Help to maintain our database and systems used for communication, check in, giving and volunteer scheduling.
- Serve as the primary point of contact for all Planning Center services.

### **CHARACTERISTICS WE'D LIKE YOU TO POSSESS:**

- Demonstrates proficiency in written and verbal communication
- An eye & ear for excellence
- Self-motivated, action-oriented doer
- Thrives in a collaborative team environment
- Reliably & punctually perform routine tasks with excellence
- Tech savvy
- Trustworthy integrity
- Undergraduate degree, or Seminary training or degree (preferred)

### **PLEASE BE PREPARED TO PROVIDE US WITH SAMPLES OF YOUR WORK IN THE FOLLOWING AREAS:**

- Instrumental and vocal performance
- Graphic design or publications
- Web or social content you've created

### **HOURS & COMPENSATION:**

**WORK WEEK:** Sunday through Thursday

#### **HOURS:**

- Sunday responsibilities are typically 7:30-12:30.
- Monday through Thursday office hours are typically 9-5.
- With the addition of Wednesday nights and other special activities that may arise.

#### **SALARY AND BENEFITS:**

- Annual Salary: Will be discussed upon application.
- Health Insurance Benefit
- Retirement Match
- Cell Phone
- Mileage Reimbursement
- Paid Vacation
- Professional Development