

Position Description

Role Title	Creative and Worship Coordinator – City Campus
Reports to	City Campus Pastor
Direct Reports	Nil
Department	City Campus
Working Location	City Campus, Mackenzie Campus
Load	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time: 2 days/week <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Includes Sundays

Purpose of Role	
To lead the Creative and Worship teams in the organisation, production and delivery of our weekly Sunday worship services and key events at the Gateway City campus.	

Primary Relationships	
Internal	City Campus Pastor, City Campus Ministry Team; Creative Team, Worship Cluster.
External	Creative and worship team volunteers, Event suppliers.

Primary Responsibilities	Primary Outcomes	Performance Measure
Leading and developing volunteer teams across production and worship for worship services and other events	<ul style="list-style-type: none"> Recruit, Train and Develop volunteers for worship and production teams. Oversee Care of Worship and Creative team members Develop Teams to oversee and deliver key events in line with Gateway City Annual Plan. 	<ul style="list-style-type: none"> Attendance Leaders & Volunteers No avoidable accidents or incidents Contribution to Goals in line with 2028 Strategic Plan
Coordinate required elements for the Sunday service and other Gateway events	<ul style="list-style-type: none"> Be a campus representative at service review and planning meetings. Collaborate and communicate with all key stakeholders to develop weekly Sunday services. Coordinate, distribute and oversee weekly service runsheet. Ensure various elements for City Campus Sunday Services are arranged and communicated (e.g. baptisms, testimonies, communion, props etc.) Work with Central Creative Team to deliver and implement key multicampus elements in City Campus context. Ensure timely communication with all key stakeholders in services, and manage agreed timelines . Work with pastors, worship leaders and teams to develop creative elements for use in services. 	
Creative Planning & Direction	<ul style="list-style-type: none"> Promote and champion the expression of Gateway’s Mission, Vision & Values. 	

	<ul style="list-style-type: none"> • Contribute to concepting, planning and implementation of series, services and special Sundays. • Participate as member of Worship Cluster in building worship culture and developing a standard of creative excellence. 	
Workplace Health & Safety	<ul style="list-style-type: none"> • Effectiveness/Safety 	

Core Competencies

- Demonstrate the ability to be self-motivated, work independently and take initiative in leadership responsibilities.
- High-level written and verbal communication skills.
- Ability to work as a team member, team builder and team leader.
- Hold the skills and capacity to train and equip volunteers to be involved in Sunday services
- Competence in the recruitment, management and administrative skills required to run successful volunteer teams involved in consistent, high-quality Sunday services.
- Mid-level audio/visual knowledge
- Strong administrative, time management and communication skills and the ability to problem solve and adapt to unexpected situations.
- Ability to work creatively with various church departments and pastors.
- Demonstrated experience in pastorally caring for and praying with team members.

Key Characteristics

- Lifestyle consistent with a growing faith in Jesus
- Demonstrated Christlike character
- Servant hearted
- Integrity in leadership
- Relational and personable
- Team Player
- Conflict management skills
- Regularly attends and is a member of Gateway Baptist Church, supporting the culture, mission, vision and values of Gateway Baptist Church

As a Gateway staff team, we value growing intentionally, communicating courageously, achieving collaboratively and encouraging extravagantly.