



Position Charter

Creative and Worship Coordinator – Logan Campus

Reports to:	Central Worship Pastor
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Direct Reports:	Logan Sunday team (volunteers)
Works With:	Central Creative Team, Logan Campus Pastor
Purpose:	To oversee the creative and worship direction, production and delivery of our vibrant weekly Sunday services and other significant Sunday events at the Gateway Logan campus.
Load:	2 days per week
Location:	Mackenzie Campus, Gateway Baptist Church
Effective:	Mid 2018

Gateway Baptist Church Logan is a Gateway campus with an attendance of approximately 100 in its Sunday service. We believe that God is calling Gateway to transition into a multi campus church, and Logan will be our third campus. The role of Creative and Worship Coordinator will coordinate all elements for the Logan Sunday service to provide an environment to help all people become devoted followers of Jesus and growth in their faith. They will report to the Worship Pastor and work as part of the Central Creative team responsible for pulling together Sunday and special events services, but with a sole focus on the Logan campus. They will also work alongside the Logan Campus Pastor.

They will be responsible for leading and developing volunteer teams across production, media and worship, and organising the required elements for the Sunday service using organisational and pastoral care experience and the skills of the current volunteer leadership team. High-level written and verbal communication is required to effectively lead large groups of people and co-ordinate a community of volunteers that feel connected.

KEY AREA OF RESPONSIBILITY	OBJECTIVE	VITAL SIGNS
Delivery of Logan Sunday Services	<ul style="list-style-type: none"> • Be the Logan representative at central weekly service reviews and planning • Organise weekly service runsheets • Ensure various elements for Logan’s Sunday service are arranged (e.g. baptisms, testimonies, props etc.) • Pull together elements created by the Central Creative team for the Logan service (e.g. video, slides, series elements and load these ready for Sunday delivery) • Ensure timely communication with all key stakeholders in services and manage agreed timelines • Work with Teaching and Worship teams to develop creative elements for use in services. 	<ul style="list-style-type: none"> • Attendance at Logan Sunday service
Creative Volunteer Management	<ul style="list-style-type: none"> • In conjunction with the Central Worship Pastor, recruit, train and schedule the volunteer team/s overseeing the creative and worship elements of the Logan Sunday service • In conjunction with the Central Creative team, implement and communicate technical philosophy to achieve a Gateway standard of creative excellence in service production. 	<ul style="list-style-type: none"> • Teams and leaders developed and discipled • Team member retention • Health, connection and growth of volunteer teams

<p>Creative Planning & Direction</p>	<ul style="list-style-type: none"> • Promote and champion Gateway’s Mission, Vision & Values • As part of the Central Creative and Worship team, but as the Logan representative, contribute to concepting, planning, outworking the overall vision and meeting of strategic goals for role out of new series/services and special Sundays • Work closely with other Creative team members and pastoral team members, to achieve key goals and strategies for the Logan campus • Ensure compliance with Gateway policies and procedures 	<ul style="list-style-type: none"> • Creative, engaging and efficiently run Sunday services at Logan
<p>Worship</p>	<ul style="list-style-type: none"> • Align Logan’s worship time/worship team with the culture and direction of the central Gateway standard as set by the Central Worship Pastor • Work in close collaboration with the Central Worship Pastor to identify key goals, volunteers and culture of the Gateway standard of worship. • Coordinate Sunday teams for worship services including regular rehearsals and training • When necessary, play an active role in the onstage Logan worship team 	<ul style="list-style-type: none"> • Vibrant worship team with a passion for Jesus and worship

KEY COMPETENCIES	KEY ATTRIBUTES
<p>CHARACTER</p> <p>1. Lifestyle consistent with a growing Christian faith;</p> <p>2. Demonstrate the ability to be self-motivated, be able to work independently and take initiative in leadership responsibilities;</p>	<ul style="list-style-type: none"> • Personal and growing relationship with Jesus • Godly character • Pastoral heart • Trustworthy • Integrity in leadership • Problem solver • Personable, relational, communicative • Team player • Conflict resolver • Support and exhibit Gateway vision, mission and values • Good communicator • Capacity to work with diverse team of volunteers • Regularly attends and is part of the life and community of Gateway Baptist Church Logan
<p>COMPETENCE</p> <p>3. Demonstrate an understanding of Gateway’s vision and importance of the Sunday service experience and the key elements that produce excellent services.</p> <p>4. Be able to demonstrate a proven track record of leadership skills including; a demonstrated ability to work as a team member, team builder and team leader; as well as the capacity to train and equip others to be involved in the Sunday service experience.</p> <p>5. Is able to demonstrate sufficient competence in the recruitment, management and administrative skills required to run successful volunteer teams.</p> <p>6. Strong administrative, time management and communication skills</p> <p>7. Solution centred mindset to issues that arise on Sunday’s in creative thinking</p> <p>8. Ability to work creatively with various church departments and pastors</p> <p>9. Preferable but not required:</p> <ul style="list-style-type: none"> • Understanding of congregational worship and/or worship experience • Media/design experience 	
<p>CAPACITY</p> <p>10. Be able to demonstrate a capacity to lead a complex and growing ministry.</p>	

<p>11. Understanding of different leadership styles needed to lead a diverse volunteer team.</p> <p>12. Ability to demonstrate competence in communicating, advocating for and promoting the Logan campus and activities across a large and complex church environment.</p>	
<p>CONVICTION</p> <p>13. Demonstrate a strong personal Christian conviction, personal love for the Word of God and adherence to Qld Baptist Statement of Belief.</p> <p>14. Conviction that the local church is the primary vehicle used by God to bring the good news of Jesus Christ to the world.</p>	
<p>CHEMISTRY</p> <p>15. Is able to demonstrate a commitment to Gateway's Vision and Values.</p> <p>16. Is able to demonstrate effective relational and leadership skills consistent with the collaborative style of Gateway's broader ministry and leadership team.</p>	