



SUNCOAST CHURCH

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Position Description

Job Title: Creative Co-ordinator

Reports to: Comms Director

Hours of Work: 15-20 hours per week

Purpose

The Creative Co-ordinator is responsible for leading people into a growing relationship with Jesus Christ by creating irresistible and engaging experiences via church services or events. The Creative Coordinator will be responsible for establishing and fully leading the creative team and creative aspects of our regular services and events at Suncoast.

Responsibilities

Key Results Area	Duties & Measures
Team Development and Training	<ul style="list-style-type: none">• Responsible for the recruitment and integration of new volunteers to the creative team.• Responsible for overseeing the continuous training and development of the creative team. This may including hosting/facilitating training nights, providing training opportunities and ensuring the mentoring of team members• Ensure the Pastoral Care of team members, ensuring team members feel connected, celebrated and cared for by working with the Pastoral Care team members• Foster a healthy team culture that upholds the values of Suncoast Church and a desire to outwork its mission
Oversee the live music, lighting and other production elements that make up church services & events	<ul style="list-style-type: none">• Ensure all creative elements of the service are<ul style="list-style-type: none">○ Aimed at leading people into a growing relationship with Jesus;○ Create irresistible environments where attendees are engaged, involved, challenged and left wanting to come back○ In line with the vision and mission of Suncoast• Develop and continually update the master song list and provide direction to the worship leaders for song selection in line with the intent of the service (preaching series, special event etc).

	<ul style="list-style-type: none"> • Work closely with SPD team members and Suncoast pastoral team members to outwork the vision and strategic goals for each series and service • Ensure the Sunday serving experience is positive for volunteers
General Administration	<ul style="list-style-type: none"> • Ensure the wise stewardship of all department resources <ul style="list-style-type: none"> ○ Work with the Comms Director to prepare an annual budget for Creative Department with consideration to events, weekly services, maintenance of equipment and strategic improvement of the department. ○ Oversee the purchasing and maintaining of all creative equipment in accordance with the above budget • Regularly meet with Comms Director • Commitment to Suncoast, shown via attendance at services, Church wide events and leadership meetings

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

General Responsibilities

- Qualifications**
- Nil professional qualifications required
- Experience**
- Relevant experience in music, creative industry and/or service be favourable.
- Skills & competencies**
- **Faith-based Leadership** - able to lead positive change in themselves, others and the church.
 - Work to **Empower** volunteers and staff that you work with so that they can grow in their faith, roles and competencies.
 - **Communication:** the ability to communicate clearly and concisely, both verbally and written, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- **Dedicated** and committed to the work they do – always giving 100% and committed to their personal and spiritual development
 - **Friendly** – Always uplifting and encouraging to other staff, volunteers and public.

- **Collaborative** - Willing to help other team members, departments, programs within the organisation and other service providers providing similar or complimentary services, when it is within your ability to do so.
- **Teachable** - be open handed with feedback and looking for ways to improve personally and within the department.
- Confident manner.
- Work from rest (maintain self-care / sabbath)
- Positive approach to change.
- **Ownership**- takes responsibility and always looks for how they can make things better

Other

- Must be able to obtain a “Working with Children” blue card

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Key Performance Indicators

1. New team members

- GOAL: 10% increase in volunteers on team
- GOAL: Develop and implement a volunteer onboarding pathway
- TIMELINE: 12 months from commencement

2. Service Elements (Vocals, Worship Leaders, Musician, Music Director, Sound, AV, Lighting)

- GOAL: All elements have a delegated leader who oversees the team
- TIMELINE: 6 months from commencement

3. Training & development nights

- GOAL: Quarterly team nights with attendance of 50% or more of team members
- GOAL: Minimum of 6 training nights a year
- GOAL: Develop with volunteer department leads training and development pathways for each area
- TIMELINE: 12 months from commencement and rolling annually for training and team nights

4. Resource Management

- GOAL: Develop a maintenance plan and budget for all creative assets
- Timeline: October 2024

Employee Signature

Date: / /

Printed Name

Lead Pastor Signature **Date:** / /

Printed Name

Committee of Management Approval

Signature **Date:** / /

Printed Name

Signature **Date:** / /

Printed Name