



Position: Weekend Creative Arts Coordinator (10-Hour Contract Role)

Reports To: Lead Pastor

Location: Mission Church (Portable Church Setting)

Status: Part-Time Contract (Approx. 10 hours/week)

Win: To create a Jesus-centered, worship environment that meets people where they are and leads them to encounter Jesus through music, scripture, media, and meaningful moments.

Role Summary: The Creative Arts Coordinator will oversee the worship experience for Mission Church's weekend gathering by leading worship, recruiting and developing a volunteer team, coordinating creative and technical elements, and ensuring the worship space is intentionally prepared and executed with excellence.

Key Responsibilities:

Worship Leadership & Team Development (4-5 hours/week):

- Lead worship for weekly gatherings with a heart of humility and excellence.
- Recruit, audition, schedule, and develop volunteer musicians and vocalists.
- Facilitate rehearsals that are spiritually engaging and musically productive.
- Collaborate with the Lead Pastor on song selection and worship flow to support the sermon series and rhythm.
- Cultivate a team culture that values spiritual growth, musical growth, and relational community.

Creative & Technical Oversight (3-4 hours/week):

- Oversee all audio, visual, and lighting systems for portable setups, ensuring quality and reliability.
- Train and equip volunteers to operate ProPresenter, soundboard, livestream (if applicable), and other tech tools.
- Coordinate with portable church set-up teams to ensure stage layout, equipment placement, and environmental aesthetics support a welcoming worship experience.
- Ensure all equipment is properly stored, maintained, and transported as needed.

Sunday Morning Setup & Support (1-2 hours/week):

- Arrive early on Sundays to oversee worship/tech setup and soundcheck.
- Serve as the primary point of contact for technical troubleshooting and adjustments.
- Collaborate with the setup/teardown team to ensure smooth transitions.



Ideal Candidate:

- Demonstrates a growing, maturing, and personal relationship with Jesus.
- Has experience leading worship in a diverse and modern church setting.
- Is comfortable using or learning A/V tools (ProPresenter, online presence, digital soundboards, stage lighting, etc).
- Exhibits strong communication, leadership, and organizational skills.
- Values team collaboration and be energized by startup/church plant environments.

Time Commitment:

- Average of 10 hours/week (including Sunday morning setup, worship, rehearsals, and prep).
- Flexibility is required for additional seasonal services or events (e.g., Easter, Christmas).