



BETHLEHEM BAPTIST CHURCH



215.643.4977

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Reverend Charles W. Quann
Pastor

Reverend Sean Tripline
Assistant Pastor

Brenda Benson
Chief of Staff

Sharnett Williams
*Pastor's Administrative
Assistant*

Deacon Wayne Holliday
*Servant Leader,
Deacons Ministry*

Deaconess Ronte Oates
*Servant Leader,
Deaconess Ministry*

Trustee Darren DeVoue
*Servant Leader,
Trustees Ministry*

Creative Arts Director

Job Description

The Creative Arts Director (CAD) will serve as the audio-visual storyteller of BBC's mission to "Love God and Serve People." In demonstrating a desire to love God and serve people, the CAD will exemplify servant leadership in three primary focus areas: **A/V, graphic design, and video production.** Under the direction of the Assistant Pastor, the CAD will lead the Media ministry, while working in concert with the Trustee and Technology ministries, to fulfill a comprehensive strategy for the audio-visual component of all ministry objectives.

Essential Qualities:

- Positive, friendly attitude
- Driven, goal-oriented, accountable, and self-starting
- Innovative and forward-thinking
- Solution-oriented
- Committed team-builder
- Supportive of church-wide vision

Essential Qualifications:

- Expert-level leadership in areas of responsibility
- Related bachelor's degree, preferred
- Training in related fields, required
- Basic portfolio available to review previous audiovisual, graphic, and video work
- All relevant clearances, including child clearance (required, as CAD will work with several volunteers and trainees, including exceptional young adults)

General Responsibilities:

- Consistently present in worship services on Sunday mornings and Monday evenings; also, other ministry events with ability to leverage staff
- Managing and leading Media ministry, including updating the schedule of volunteers and regularly communicating with volunteers in a timely fashion
- Regularly review the needs of the ministry with Pastor, Assistant Pastor, and other ministry collaborators



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Technical Responsibilities (3 major focus areas):

Audiovisual focus:

- Oversee integration of A/V components in live and live-streamed worship
- Develop/maintain knowledge of audio and live-stream (SlingStudio, Restream, and ProPresenter) equipment and offer live mixing and stream leadership, when needed
- Cross-train volunteers in best practices of the audiovisual component of the ministry
- Build the visual component of worship (i.e. text on screen for songs/scripture readings/sermons, graphics, transitions, etc.)
- Oversee and collaborate with videographer on video capture strategy
- Collaborate with Minister of Music to obtain lyrics for services

Graphic focus:

- Serve as chief creative for graphic needs of the church
- Produce internal communications: ministry flyers, prepare-for-worship notices, graphics for bulletin
- External communication: marketing materials, website graphics, print designs (invite cards, new member cards/publications, etc.), environment/risk management signage (safety and COVID-related precautions)
- Collaborate with social media strategist for content creation
- Staying current on pop culture and design/style trends
- Regularly update the church's digital sign

Video production focus:

- Production of video for the integration into the live worship experience
- Video content creation for social platforms (marketing, storytelling, etc.)
- Assembly and editing of prerecorded worship services and broadcasts (especially while COVID-related distancing is maintained)
- Ensuring brand consistency throughout all video presentation, including video produced by videographer (House of Bread News and Student Spotlight)
- Occasionally facilitate memorial videos for funeral services
- Collaborate with Technology ministry in giving oversight for successful Zoom programming



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This description is **not all-inclusive** of the responsibilities of the position, as future goals will correlate to the present needs of the ministry. However, the flexibility needed in this position also denotes that all the needed skills *will not* be required of the CAD at the same time. The Assistant Pastor will help to prioritize the weekly goals of the CAD, as well as help coordinate additional help and resources, as needed to support the CAD.

Strong candidates will demonstrate expert capacity in at least 2 of 3 focus areas (A/V, graphics, and video). **Exceptional candidates will have a working knowledge of all relevant fields. Where skills need developing, candidates must demonstrate a capacity to obtain professional development and to be teachable. Success in leading this ministry will also depend on the transfer of resources/training to others, thus the CAD must be a capable leader and team-builder.**

Candidates that will be considered will submit **all the following**: an updated resume, references (professional, ministry, and client), and a portfolio (attachments or links of creative work completed in the last year) to smtripline@bbc4christ.org. **Please do not call** about this position, as we will only consider and discuss candidates that have submitted required documents/items.