

Position Description

Role Title	Creative Ministries Manager
Reports to	Operations Director
Direct Reports	Lead Creative, Communications Coordinator, Events Coordinator
Department	Operations/Creative
Working Location	Mackenzie
Load	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time: days/week <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Includes Sundays (4 or 5 days)

Purpose of Role
The Creative Ministries Manager is responsible for overseeing the creative planning, scheduling and execution processes that support the expression of high-quality worship services, events and communications inherent in church life at Gateway Baptist Church. The role requires competent budget and administration management, stakeholder communication, project and team management, high-level workflow oversight and effective collaboration within the Creative team and across the broader ministry team to achieve desired outcomes.

Primary Relationships	
Internal	Operations Director, Senior Pastor, EA to the Senior Pastor, Lead Campus Pastor, Creative Lead, Gateway Online Pastor, Communications Coordinator, Events Coordinator, Production team, Finance team
External	Suppliers, volunteers and contractors

Primary Responsibilities	Primary Outcomes	Performance Measure
Team Management	<ul style="list-style-type: none"> Develop, manage and pastorally care for the Creative Ministries team. Manage the Creative Ministries team workflows including delegations, scheduling and deliverables according to a well communicated plan and rhythm of meeting. Work with the Operations Director and Finance Manager to manage the Creative Ministries team budget, ensuring a system of approvals and expenses are adhered to according to annual, approved budgets. Ensure the team adheres to Gateway's compliance requirements in the areas of HR and WHS. Participate in Team Leader meetings and training as required. Lead the annual planning process for the creative team, in collaboration with key stakeholders including the Operations Director, Lead Campus Pastor and Gateway Beyond Pastor. 	<ul style="list-style-type: none"> Positive feedback from Creative Ministries team and other key stakeholders Annual budget met High-quality creative and communications delivered on time No avoidable accidents or incidents
Creative Process	<ul style="list-style-type: none"> Oversee and participate in the creative process, ensuring key working groups (including stakeholders inside and outside of the Creative team) meet regularly for 	<ul style="list-style-type: none"> Sustainable productivity levels for the Creative Ministries team High quality and timely deliverables

	<p>planning, ideation, development and approvals of sermon series and events.</p> <ul style="list-style-type: none"> • Oversee the planning, development and execution of an annual communications plan across all ministry and campus channels, focusing on creating systems and delegations that support a growing multi campus church. • Engage videographers (either staff, contractors or volunteers) in a timely manner, ensuring high quality briefing, ongoing relationships and timely outcomes are maintained. • Manage resourcing for the creative team, ensuring short and long-term planning, project management, budgets and stakeholder engagement is appropriate for the expected deliverables. • Work with the Operations Director and Lead Campus Pastor to improve communication and collaboration systems and processes as required. 	<ul style="list-style-type: none"> • Effective communication in the briefing, development, approval and review stages
Digital Strategy	<ul style="list-style-type: none"> • Work with the Campus Pastor Group (CPG) to develop a strategic approach to Gateway's digital resources and presence. 	<ul style="list-style-type: none"> • Approved strategic plan by SLT • High quality resources with a measurable impact
Event Management	<ul style="list-style-type: none"> • Oversee the execution of major events at the Mackenzie campus (eg. Carols, Easter, Thanksgiving Day) ensuring staff and volunteers are led through the planning, development and project management stages of events. • Be the key point person at the Mackenzie Campus events, ensuring all stakeholder roles and communication processes are clear, well-resourced and compliant. • Working with the Events Coordinator, manage the quality and timing of resourcing, communication, support and collateral for events at campuses other than Mackenzie. • Oversee the annual events calendar and communications plan, ensuring advanced planning, scheduling and approval in a timely manner for all stakeholders. 	<ul style="list-style-type: none"> • Positive feedback from stakeholders on event planning process. • High quality events that create church family and community engagement.
Sunday Services	<ul style="list-style-type: none"> • Act as the Service Producer for Mackenzie services (incorporating the online broadcast), coordinating service elements (slides, videos etc) with a focus on developing other key volunteers to serve in this role. • Working with the Lead Campus Pastor, design an effective process and program of reviewing Sunday services across all campuses. • From time to time, visit all campuses with an eye for alignment of key service elements and any support or training needs, according to the review process established. • Lead the weekly service review meetings to ensure all campuses are equipped for Sunday services. 	<ul style="list-style-type: none"> •
Workplace Health & Safety	<ul style="list-style-type: none"> • Effectiveness/Safety 	<ul style="list-style-type: none"> • No avoidable incidents/accidents

Core Competencies

- Demonstrated understanding of and experience in ministering the word of God creatively and powerfully through multiple media.
- A demonstrated ability to work as a team member, team builder and team leader; as well as the capacity to train and equip others.
- Experience in managing staff according to HR and WHS policies.
- Demonstrated experience managing multiple projects to deadline.
- Ability to manage complex budgets and expense centres.
- High quality written and verbal communication skills.
- Demonstrated ability to think strategically and creatively.
- Demonstrated ability to be highly organised, maintain attention to detail and adapt to changing deadlines and priorities.

Key Characteristics

- Demonstrate an understanding of and passion for Gateway's mission, vision and values
- Personal and growing relationship with Jesus
- Demonstrated Christlike character
- Regularly attends and is part of the life and community of Gateway Baptist Church
- Integrity in Leadership
- Team Player, Conflict resolver, Problem solver
- Capacity to work with a diverse team of staff, contractors and volunteers

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