



Position Profile: **Creative Coordinator**  
Department: **CPkids**  
Date: **June 2023**

### **PURPOSE:**

The role of the Creative Coordinator is to carry out the vision of CPkids through engaging worship, crafts, and games to all levels within CPkids. The Creative Coordinator will collaborate with the Education Coordinator to execute weekly services by capturing all creative aspects of a children's ministry.

The Creative Coordinator (CC) is a highly organized and relational individual that is passionate about supporting the overall ministry of Centerpoint Church through their gifting of artistic design and possesses the spiritual gift of working with children. The CC provides support to the broader organization primarily by managing and maintaining the artistic and social presence of CPkids and coordinating various other processes and tasks for the CPkids department. The CC must be highly efficient and capable of prioritizing tasks and projects from multiple sources appropriately and effectively.

### **ACCOUNTABILITY:**

The CC will report directly to the Children's Director. The CC will collaborate with the Education Coordinator, and the CPkids team.

### **FIT:**

The Creative Coordinator is an integral part of the CPkids ministry team, and is excited to create opportunities for artistic expression through worship, crafts, art, and activities that extend and support the lessons and overall vision of CPkids. The CC understands the broad spectrum of artistic expression to the Lord and is capable of designing various methods of expression. The ideal candidate is highly organized and capable of prioritizing tasks and projects appropriately and effectively. The CC is a relationship driven, highly motivated, enthusiastic person who enjoys collaboration and is committed to Loving and Leading Children to a Life-Changing Connection with Christ.

### **KEY RESULTS AREAS (KRA):**

#### **1. Children's Worship**

*Coordinate, facilitate, and create engaging, age-appropriate worship for all children that includes expressive movement*

- Be knowledgeable of child friendly worship practices
- Create a weekly flow of worship for each room
- Choreograph movements that engage children physically as they worship
- Collaborate with the Education Coordinator and Director on songs that will support the weekly lessons and overall vision of CPkids

## **2. Other Artistic Expression**

*Coordinate other methods of artistic expression including but not limited to painting, drawing, and coloring.*

- Be knowledgeable about multiple art forms
- Design craft and other expressive activities to extend the lesson and provide a meaningful experience that children can take home
- Collaborate with the Education Coordinator and Director on crafts for weekend, and midweek lessons

## **3. Oversee CPkids online/social media presence**

*The CC will be responsible for monitoring and maintaining the online/social media presence of CPkids*

- Be knowledgeable with current trends and communication platforms in a digital environment
- Create and post engaging content designed to entice, promote, and inform families
- Collaborate with communications department to ensure promotions for events are timely and effective

## **PREFERRED QUALIFICATIONS:**

One year of prior experience working with Children

One year of prior experience working in Music, Dance, and/or other artistic expressions

Prior experience with various social media platforms

## **POSITION EXPECTATIONS:**

### **Time:**

This position is part-time, non-exempt at 25 hours per week and the typical work schedule will vary. The majority of the hours will take place between Monday-Thursday between **9AM-4PM**, with some weekday evenings and Sundays between **7AM-1PM** and **4PM-7PM**. Special events may require weekend, and/or Holiday hours. As a member of the Centerpoint staff team, and the CPkids ministry area, it is your responsibility to fulfill the expectations of this role, the execution of assignments, and ensure collaboration with other departments and ministry areas through clear communication and modeling healthy teammanship and practicing appropriate work/life balance. Staff team members are expected to be able and willing to adapt to the ever-changing needs of the ministry and relentlessly pursue the alignment of individual and department goals with the mission and vision of Centerpoint Church.

### **CP Staff Team Expectations:**

Candidates must be cleared through background check

Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church

Commit to embracing and demonstrating the values of the church

Commit to working as a team with people and departments

Be respectful and kind in all your dealings with staff, volunteers, and the people we serve  
Develop your unique voice within the team  
Read and agree to abide by the policies of our Employee Handbook

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands, or fingers to handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions and assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.

Centerpoint Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

Reviewed with employee by:

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_