



**CALVARY PENTECOSTAL ASSEMBLY - CAMBRIDGE**  
**WORSHIP & CREATIVE ARTS PASTOR**  
Job Description

**JOB SUMMARY**

The Worship and Creative Arts Pastor will give leadership to designing, developing, and implementing a vision and strategy for leading Calvary Assembly in worship.

This pastor will be responsible to create a culture of worship at Calvary, which leads people into the life-changing presence of Jesus Christ and helps them to become a people who worship in Spirit and in Truth.

This position will coordinate all the logistics and details of weekly worship services.

This role will build a team of musicians who strive for excellence in their craft, and who desire to worship God with their skills and hearts. It will also raise up and release worship leaders to consistently lead.

This role will care for and pastor all members of the worship, encouraging and discipling them to grow as followers of Jesus.

This position will work in conjunction and cooperation with the Tech & Media Coordinator to oversee all the media, gear, and technologies used in the worship and creative arts department.

This role will work with the staff team to develop and execute special events and services. The team member will report directly to and be under the supervision of the Executive Pastors.

**RESPONSIBILITIES**

**1. Pastoral Team**

- a. Promote the mission, vision and values of Calvary Assembly at all times.
- b. Participate in staff prayer (Tuesday mornings), pre-service prayer (Sundays), and leadership meetings.
- c. Support team values with positive interactions and a willingness to facilitate others, as well as working together to fulfill church-wide initiatives.
- d. Promote core values and vision at all times.
- e. Perform some of the general pastoral ministries of the church (teaching, spiritual counseling, visitation, etc.).

- f. Report directly to the Executive Pastor of Ministries on a regular basis with one-on-one meetings, regarding general ministry and leadership matters.
- g. Meet with the Lead Pastor regularly with respect to Sunday service planning and coordination; specifically working in harmony for the various themes and the weekly direction of services.

## **2. Worship Services**

### **Culture**

- a. Cultivate a culture of worship within the church
- b. Create a place for the presence of God as a priority, desiring the moving of the Holy Spirit during services.
- c. Create a biblical, engaging worship experience for regular weekly services, special events, and outreaches
- d. Take ownership for the spiritual atmosphere created during worship.
- e. Intentionally cultivate a worship experience that is more accessible and relevant to the ethnic diversity represented in our congregation.

### **Logistics & Planning**

- a. Lead all aspects of planning of worship services including:
  - i. Building creative elements and video moments that add to the communication of the message
  - i. Work with other pastoral staff as applicable to shape services
  - ii. Media preparation and presentation, sound and lighting enhancements
  - iii. Schedule all teams necessary for worship experiences
- b. Worship Leading
  - i. Regularly lead worship, while also developing and encouraging other team members to lead (songs and/or services, dependent on the team member) on a regular basis.
  - ii. Facilitate and assist on Sunday mornings when not leading worship, taking the opportunity to evaluate and encourage team members and processes.
- c. Practices
  - i. Organize and facilitate regularly scheduled practices.

## **3. Team Development & Pastoring**

- a. Recruitment, Building, & Growth
  - i. Recruit and build team members who are teachable, spirit-led, and humble.
  - ii. Raise up, develop and empower worship leaders from within the church.
  - iii. Encourage and facilitate opportunities for team unity: musically, spiritually, and relationally.
  - iv. Partner with other Calvary ministries to begin to develop and onboard younger musicians.
- b. Training & Equipping
  - i. Prioritize both spiritual and musical training and learning at practices.
  - ii. Create an environment where excellence is encouraged and desired.
  - iii. Inspire team members to create and nurture their gifts
  - iv. Conduct regular team nights with a focus on skill development, song writing, worship teaching, etc.

- v. Lead teams through training and discipleship resources, books, and conference material.
- c. Pastoring
  - i. Take ownership for the pastoral oversight of the team.
  - ii. Develop a functioning care network for the worship team and their families, utilizing key team members to support and facilitate this initiative.
  - iii. Disciple the team with a focus on their spiritual development.

#### 4. Technology

*(in partnership and conjunction with the Media & Tech Coordinator)*

- a. Stage, Instruments, and Gear
  - i. Manage musical instruments and their maintenance.
  - ii. Manage computers, sound, lighting and video equipment (having a working knowledge of all items and processes).
  - iii. Continue to improve the gear and technical infrastructure of the church.
  - iv. Manage and tidy stage and the Cave.
- b. Weekly Preparation
  - i. Prepare and input media for services
  - ii. Manage volunteer schedules for tech team
  - iii. Plan lighting design for worship services
- c. Livestream
  - i. Continue to both maintain and improve the quality of the livestream (both weekly services and special events).

#### 5. Special Events

- a. Help to plan and execute major seasonal and/or outreach initiatives, both creatively and technically (including, but not limited to, Christmas and Easter).
- b. Help to plan and execute special services throughout the year.
- c. Provide and/or arrange music and tech for funerals when needed.

#### 6. Other

- a. Oversee the worship department budget.
- b. Set annual goals for the worship ministry that are in line with Calvary's vision, continually evaluating the status, and how those goals were attained or modified during the year.
- c. Participate in / Facilitate the execution of other creative aspects of church ministry:
  - i. Social media
  - ii. Video production
  - iii. Website design and updates
  - iv. Seasonal Decorating
  - v. Sermon props or design
- d. Serve as a resource for children's and youth music and worship.

## QUALIFICATIONS

### 1. Personal

- a. A committed Christian living in accordance with the Word of God.
- b. Agreement with doctrinal statement of Calvary Pentecostal Assembly, and commitment to abide by our general operating by-laws.
- c. Ongoing demonstration of a strong work ethic, servanthood, humility, unity and loyalty.
- d. Ability to communicate within the scope of the various ministry departments at Calvary.
- e. A team player, willing to contribute to the overall vision, goals, and ministries of the church.
- f. Able to balance music excellence and care for others.

### 2. Training and Development

- a. Has appropriate formal training and practical experience, including:
  - a. Proficient musical skill and lead voice.
  - b. Skilled in vocal and instrumental direction.
  - c. Skilled in the use of technology in worship and in the use of sound, lighting, computers, media software, and video projection.
  - d. Ability to lead, organize, and supervise.
  - e. Demonstrate proficiency in understanding of the elements of mix, dynamics, arrangement, roles of band members, working on harmonies with vocalists, etc.
- b. Willing to attend conferences and conventions for personal and ministry enrichment.
- c. Continuous training in Bible and human resources.
- d. This ministry role is dependent on the employee obtaining and then maintaining valid credentials with the Pentecostal Assemblies of Canada, and doing so on an annual and ongoing basis.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read, understood and agree to the responsibilities assigned to this position.

\_\_\_\_\_  
Lead Pastor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.