

# Job Description: Dramatic Arts Director

## Ginger Creek Community Church

<b>Ministry Title</b>	Dramatic Arts Director
<b>Position Summary</b>	To help fulfill Ginger Creek's mission, the Dramatic Arts Director will provide the vision, strategy and direct leadership for all production arts.
<b>Job Classification</b>	Department Staff level; Part-Time (10 hours per week excluding worship attendance)
<b>Reporting Relationship</b>	To Alex Schwindt, Worship Arts Pastor
<b>Ministry Objectives</b>	<ol style="list-style-type: none"> <li>1. <b>Drama</b>: lead the Dramatic Arts ministry, lead and manage volunteer actors and directors</li> <li>2. <b>Leadership</b>: use a team model that increases the number of servant-volunteers and leaders in the Dramatic Arts ministry.</li> </ol>
<b>Specific Responsibilities</b>	<ol style="list-style-type: none"> <li>1. facilitate the Dramatic Arts teams (directors, actors, assistants) so they can serve most effectively</li> <li>2. work with the Worship Arts Pastor to create engaging, cutting-edge worship services and special events</li> <li>3. provide ongoing recruiting and training for the teams under your responsibility</li> <li>4. develop community within the Drama Team</li> </ol>
<b>Leadership Expectations</b> (see attached)	<ol style="list-style-type: none"> <li>1. <i>Self leadership</i>: Take care of yourself as a person (body, soul and spirit)</li> <li>2. <i>Ministry leadership</i>: Take care of your ministry and those serving in it</li> <li>3. <i>Resource management</i>: Take care of your resources (library, training materials)</li> <li>4. <i>Budget</i>: Coordinate with the Worship Arts Pastor how the Dramatic Arts Budget is managed</li> </ol>
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Reviews-ongoing with quarterly updates with Worship Arts supervisor</li> </ol>

# LEADERSHIP EXPECTATIONS DETAILED

## SELF LEADERSHIP-take care of relationships (God, others, self)

1. Body care
  - a. Diet
  - b. Sleep
  - c. Exercise
  - d. Recreation/rest
2. Healthy margins
  - a. Time
  - b. Finances
  - c. Commitment keeping
  - d. Work ethic
3. Inner life
  - a. Character development in weak areas
  - b. Thought life
  - c. Attitude (positive, teachable, flexible)
4. Spiritual life
  - a. Quiet time/solitude/prayer
  - b. Bible study/reading/memorization
  - c. Evangelism
5. Professional development
  - a. Growing in knowledge, skills and competency
6. Relational health
  - a. Spouse
  - b. Children
  - c. Accountability group/person
  - d. Those in authority over you
  - e. Co-workers
  - f. Those serving under you
7. Emotional life
  - a. Healthy conflict resolution
  - b. Dealing with criticism
  - c. Anger management

## **MINISTRY LEADERSHIP-take care of your ministry**

1. Clarity on the *what*: **target** (ministry purpose, values, goals, vital signs)

### **CAST VISION**

- a. Written purpose statement for each ministry
- b. Church values reflected
- c. S.M.A.R.T. goals (Specific and measurable, Motivating, Attainable, Relevant, Trackable and time bound)

2. Effective on the *how*: **systems**

### **MANAGE PROCESSES**

- a. Developed flowchart for each ministry system-manage the white spaces
- b. Detailed process for each system
- c. Reporting systems in place

3. Unified on the *who*: **teams**

### **LEAD PEOPLE**

- a. Teams built on Ministry Team model (servanthood philosophy understood)
- b. Team leaders committed to "team" ministry
- c. Team leaders trained to involve/recruit new servant-volunteers

4. Consistent with the process that bridges the knowing-doing gap

### **THE LEARNING LOOP**

- a. Plan
  - i. Regular times of planning
- b. Train/communicate
  - i. Carry out effective meetings with leadership
  - ii. Provide feedback to leaders
  - iii. Develop a training plan
- c. Execute-"DO" the plan
- d. Review
  - i. Quarterly self performance analysis
  - ii. Event reviews after major events
  - iii. Bi-annual report to Leadership Community

## **RESOURCE MANAGEMENT-take care of the resources entrusted to you**

1. Budget – in conjunction with Worship Arts Pastor
2. Script library
3. Training Resources
4. Time-calendaring