

JOB DESCRIPTION

Job Title: Creative Director

Reports to: Lead Pastors

Level: Full Time

Director Over site: Weekend Experience, Branding, Communication & Social Media Teams

Date Revised: 5.2025

Our Mission: Rescue the Lost. Build the Found. Equip the Believer.

Our Vision: We exist to create a place where people can touch God, encounter Jesus Christ and be radically changed by the Holy Spirit.

The role of the Creative Director is to create, build, grow and sustain the mission and vision of Citygate Church through the weekly Sunday experience, branding and other special church events. In this role you would implement and drive the highly spirit led creative culture and technical vision of Citygate Church. You will infuse the internal and external communications of the church into a high-functioning creative organization. As the leader in this role you understand and execute the demands of a large church Sunday experience, media/production and technical infrastructure and are adept at identifying, mentoring and equipping both staff and volunteer leaders for developing, growing and maintaining the worship structure and systems designed to continue to grow Citygate Church through life-change and discipleship of those who attend.

I. Essential Functions and Responsibilities:

- Oversee the creative process for defining, designing, creating and executing all creative elements used in branding and weekend experiences with input provided by Lead Pastors. You must be able to execute the vision of the house as the liaison between the Lead Pastors and the creative team while your direction is to present concepts, ideas to explore, technical details, set standards as you lead your teams while identifying opportunities for growth of Citygate through biblical leadership.
- Sunday Experience: Oversee and coordinate all creative aspects of a Sunday Experience by initiating the planning of Sunday experiences 3-6 months in advance by conducting planning meetings to design an idea proposal, timeline, roadmap, etc. to execute a successful Sunday experience.
- Team Leader: You will be responsible to recruit and develop a strong team to create a well planned, creative and Spirit led experience. As the team leader you will ensure that every team member understands their role on the team, is equipped and provided development to execute their role at the highest level of excellence that reflects kingdom principles and the culture, core values of the staff and church body. You commit to mentor and motivate your team towards always improving outcome results both personally and professionally while protecting our healthy culture work environment.
- Senior Leadership: As a senior team member of the staff, you commit to work in tandem with other ministry leaders to execute branding and weekend directives. You are given the delegated authority to own the process and ensure coordination with all relevant ministries.
- Budget Management: You will be responsible to manage the annual budget for your departments; within the budget you will document and track all spending, assess all spending within the department, do your diligence to get multiple proposals for large departments spending and offer suggestions/directives to the team to make sure the budget is successfully implemented.
- Project Management: You will be responsible for ensuring that all Creative projects stay on time by holding your team accountable for the execution of adhering to the timeline outlined for each project under the preview of the Creative Team both for digital content and in person experiences.

II. **Daily Responsibilities:**

- Our team operates on a Sunday-Thursday schedule, with Sunday solely dedicated to a highly creative, immersive worship experience.
- Expect fast-paced weeks filled with collaboration, content production and creative execution.
- We are always innovating-pivoting when needed to create the best possible engagement with our audience whether via digital content or in preparation for the weekend experience.
- Collaboration is at the heart of what we do-expect to work closely with other ministry teams.
- We work hard and have fun doing it! Our team values both excellence and JOY in everything we get to create!

III. **Key Performance Metrics**

- Weekend Consistency – high consistency with minimal to zero service issues is the standard.
- Clear Communication – professional, church-wide and ministry-specific communication. This also encompasses interpersonal communication both up and down all levels of leadership.
- Volunteer Growth – develop a healthy rotation of volunteers for technical and creative needs.
- Project Management – both quality and quantity of projects are measured. On time, on budget with measurable results are the standard.

IV. **Personal Requirements**

- To exhibit a growing passion to serve God, your family, church, team by reflecting an active Holy Spirit filled life that reflects Christ through your words and actions in both your personal life and ministry. You will be looked up to as you model the Christian faith, and the way you live your life should reflect the Gospel at all times.
- Spiritual growth is a PRIORITY, and we encourage daily engaging in prayer, Bible study and personal development.
- You must be a strong communicator both verbally and written; able to have courageous conversations
- Agree to exemplify the staff core values, mission and vision, Honor Code and 8 gates to include biblical tithing to Citygate Church.

V. **Education**

- Three to five years of experience as a Creative Director in a church with 500+ weekly attenders preferred
- Minimum high school diploma or equivalent; Bachelor degree preferred
- Strong computer skills required
- Experience with Monday and Planning Center programs a plus

VI. **Physical Requirements:**

- Must be able to lift 25 lbs, or more
- Able to walk a minimum of 2 miles daily

VII. **Benefits:**

- Competitive salary based on experience
- Comprehensive benefits package includes medical, dental and vision
- Employer paid life insurance policy
- 401K Retirement plan
- Generous time off policy

VIII. **References**

- Must be able to provide references upon request