

ST PAUL'S

EALING

Job Specification | Worship, Prayer & Creative Pastor

Role: Full Time (37.5hrs)

Salary: £21,000-£23,000

Accommodation provided with this role

Line Manager: Lead Pastor

Purpose of the role:

- To bring vision and leadership to the worship & prayer life at St Paul's
- Be responsible for coordinating and leading worship across all of our services on Sunday and other events during the week
- To work alongside the Lead Pastor in developing prayer at St Paul's
- To take a lead with a team on the creative side of church life including communication and design

General duties as part of St Paul's staff team:

- Fortnightly meetings with line manager
- To participate and attend weekly pastoral staff meetings
- To attend and lead worship at Monday morning staff breakfasts and other team events
- One to one meetings with Line Manager
- Regular attendance at all Sunday services
- Participation in church events and other activities - We are a team, we work collaboratively to support each other in ministry. We would hope you would join in with other staff members to support and enable activities and events.
- Leading & participating in prayer meetings
- Taking regular retreat days

Specific duties:

- leading worship regularly on Sundays, as well as at other events in the church calendar and at wider events such as New Wine events, leaders networks, Discipleship Year days or even wider-church/churches together events, weddings, funerals etc.
- administrative and managerial oversight of the worship team, with specific responsibilities in managing the monthly rota, populating and managing our online system Planning Center, managing teams predominantly through email/text and meeting pastorally if necessary; ensuring song database is kept up to date and correct.
- Intentionally investing in the worship team through regular practices and team meetings
- looking to raise up others who can lead worship in different contexts of church life (especially younger people)

- oversight of sound and AV technology, assuring our staff and volunteers are all aware of or trained in any new technology that is used on a regular basis.
- Working closely with the lead pastor in developing prayer at St Paul's. This will include leading our monthly Hungry gathering; midweek prayer; and specific weeks/seasons of prayer in the life of St Paul's.
- creative oversight across all church ministries in digital and print media ensuring the St Paul's brand is consistent, this may mean either producing ministries media content or training and delegating this responsibility to the ministry leader, volunteer or a Discipleship Year Student.
- working with volunteers such as a professional graphic/web designer at St Paul's who co-created the brand and website.
- creative oversight for marketing of church events and festivals (Christmas, Easter etc...)
- regular creative/writing and journaling time which includes songwriting (sometimes with others) and listening to what God might be saying to us as a community in this season, telling the story of who we are and where God is leading us.
- mentoring those in our church community, and having general pastoral concern to those in the worship team, and others you come into contact with such as youth and young adults.
- oversee and ensure the following are completed on a *weekly basis*:
 - that the website and social media is kept up to date with graphics and content from ministry/event co-ordinators
 - that digital media across the church (foyer/church screens etc) are created, kept up to date, creative and consistent with brand guidelines
 - ensure services from Sunday are live-streamed and uploaded onto YouTube and embedded on the website
 - that our weekly news email is sent out each week
 - work alongside staff and volunteers for any miscellaneous design/creative needs.

Wider church, local and national links and networks

- To be accountable to the PCC in terms of the development of any strategy and objectives for the on-going worship & prayer life of St Paul's, and to supply budgetary proposals for this work.
- To develop links with local organisations and statutory bodies relevant to the church's work with young people that will enable development and growth.
- To assist with special services at St Paul's especially at Easter and Christmas.
- To be connected to other churches & worship pastors in our immediate locality, across Willesden Area, and through the New Wine network including the United summer festival.

Skills, Qualifications, Competence Level

Qualifications/Education Ideally Held

- A Levels (or equivalent) preferred – any subject

Experience/Knowledge Required

- Musically competent – able to play at least one instrument that you can lead with (e.g. guitar or keys); and able to sing well
- Experience in leading teams and managing volunteers
- Organised and a good communicator
- Good understanding of the themes and practice of worship described through the Scriptures and able to teach/model this to others

Personal Competencies Required

- A strong desire to personally pursue God in prayer, biblical reading and worship, amongst other gifts and rhythms.
- Able to communicate well and to recruit, lead and encourage volunteers and teams.
- Relational and able to connect with both the team and whole church well
- A desire to raise up and empower younger worship leaders and others.
- A hunger to see the Holy Spirit move in power throughout the church.
- Great team player and able to work across the family of churches
- Willingness to learn from others (including personal development, and taking appropriate qualifications) and to impart skills where needed.
- Able to prioritise and manage time.
- Ability to organise events.
- IT competent and able to communicate well through appropriate forms of media (including social media and other digital platforms). For this role, it would ideally include design software eg Photoshop/InDesign
- Be up to date with latest safeguarding and child protection guidelines