

## ACTOR/ACTRESS

Actors and actresses are responsible to prepare for presenting God’s Word through drama for the purpose of reaching people for Him and making a positive, life-changing impact on the audience. Actors and actresses will present skits to reinforce the pastor’s message or to teach a Christian principle not necessarily associated with a specific message. Actors and actresses will also participate in special plays and seasonal dramatic events or musicals planned for evangelistic purposes.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Actor/actress
<b>Accountable To</b>	Drama team coordinator
<b>Ministry Target</b>	All ages of church members and occasional special community appearances
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Able to perform in front of audiences and speak clearly • Interest in drama
<b>Best Personality Traits</b>	Expresser-dependable • Outgoing • Compassionate • Creative
<b>Passion For</b>	Using creative methods to share God’s Word
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week—more for special performances
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training sessions and planning meetings.
2. Study scripts and practice for upcoming skits or major drama presentations.
3. Meet with your drama team to rehearse your performance. Drama teams will serve on a rotating basis. How often you perform depends on how many drama teams are formed.
4. Be on time (or early), and do your best in performances as unto the Lord. If you are so ill you will not be able to perform, call your drama team coordinator or director immediately.

5. Before every performance, pray for God's anointing on the participants and for His Holy Spirit to prepare the hearts of those who will see and hear the performance.

## BANNER BEARER

The banner bearer is responsible for glorifying the Lord through banner presentations in worship services or special events.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Banner bearer
<b>Accountable To</b>	Banner ministry coordinator
<b>Ministry Target</b>	Congregation in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Strong • Able to carry and hold banners (large or small, heavy or light) • Able to climb ladder when necessary to place banners where needed in the church
<b>Best Personality Traits</b>	Dependable-expresser or dependable-analyst
<b>Passion For</b>	Exalting the Lord • Decorating the house of the Lord to honor Him
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month—varies according to activities planned
2. **Participating in meetings/training:** a half hour a month—varies according to activities planned

### RESPONSIBILITIES/DUTIES

1. Carry banners on special occasions during worship services or during special events such as Christmas musicals, Easter dramas, etc.
2. Place temporary or permanent banners where needed in church building—may require use of ladder or other equipment.
3. Participate in training or dress rehearsals for special events in which banners will be used.

## BANNER DESIGNER/SEAMSTRESS

The banner designer/seamstress is responsible to assist in designing banners and making them for use in glorifying the Lord in worship services and special events.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Banner designer/seamstress
<b>Accountable To</b>	Banner ministry coordinator
<b>Ministry Target</b>	Congregation in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Craft-making and/or sewing experience • Able to do tedious, detailed work
<b>Best Personality Traits</b>	Dependable • Hardworking • Analyst-dependable
<b>Passion For</b>	Using creative talent to exalt the Lord
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a month—varies according to activities planned
2. **Participating in meetings/training:** a half hour a month—varies according to activities planned

### RESPONSIBILITIES/DUTIES

1. Meet with banner ministry coordinator to discuss upcoming projects and deadlines.
2. Determine banner design based on needs of special project as shared by banner ministry coordinator.
3. Inform banner ministry coordinator of materials needed.
4. Work with other banner designers/seamstresses to carefully and prayerfully make banners as unto the Lord.  
This involves cutting patterns and material, sewing and or gluing, etc.
5. Repair banners as needed.

## BANNER MINISTRY COORDINATOR

The banner ministry coordinator is responsible to coordinate with ministry leaders and direct volunteers to ensure an effective, well-organized ministry that uses banners in worshiping and glorifying the Lord.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Banner ministry coordinator
<b>Accountable To</b>	Pastor or pastor's designee
<b>Ministry Target</b>	Congregation in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Administration • Exhortation
<b>Talents or Abilities Desired</b>	Organizational skills • Craft-making or sewing experience helpful
<b>Best Personality Traits</b>	Dependable • Leader-analyst
<b>Passion For</b>	Using creative talent to exalt the Lord
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month—varies according to activities planned
2. **Participating in meetings/training:** one hour a month—varies according to activities planned

### RESPONSIBILITIES/DUTIES

1. Coordinate needs for banners with pastor, music director, drama director, etc.
2. Plan for new banner development as needed. Obtain materials needed.
3. Direct banner designers/seamstresses and banner bearers.
4. Maintain schedule for volunteers for banner design, making and repair.
5. Coordinate with appropriate ministry leaders and schedule banner bearers as needed for special events.
6. Oversee budget and expenditures for the banner ministry.

# CHOREOGRAPHER

The choreographer is responsible for composing God-honoring choreography to complement special musicals or dramatic performances in or through the church and for teaching those movements to the participants.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Choreographer
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Exhortation • Administration
<b>Talents or Abilities Desired</b>	Experience in choreography or creative movement/dance • Well-coordinated, with an ear for rhythm
<b>Best Personality Traits</b>	Outgoing • Energetic • Expresser-leader
<b>Passion For</b>	Glorifying God through tastefully arranged creative performances
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to several hours a month, depending on timing of special performances
2. **Participating in meetings/training:** one hour a month—varies

## RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Coordinate with drama director, music director and creative dance ministry director to determine when choreography will be needed.
3. Design choreographic movements to complement special musicals: children, adults, seasonal, etc.
4. Teach choreography to dancers, choir members, actors/actresses or whoever will perform.
5. Oversee choreography in special performances.
6. Participate in practices/dress rehearsals as needed.

## COSTUME CARETAKER

The costume caretaker is responsible to organize a costume closet, keep track of costumes and ensure that costumes are kept clean and in good repair.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Costume caretaker
<b>Accountable To</b>	Drama ministry director
<b>Ministry Target</b>	Participants in the creative arts/drama ministry
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Administration
<b>Talents or Abilities Desired</b>	Good organizational skills • Ability to determine laundering needs (wash or dry-clean)
<b>Best Personality Traits</b>	Dependable • Hardworking
<b>Passion For</b>	Cleanliness and orderliness
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to eight hours a month—varies according to activities planned
2. **Participating in meetings/training:** an hour a month—varies according to activities planned

### RESPONSIBILITIES/DUTIES

1. Meet with drama ministry director to keep abreast of upcoming projects and costume needs.
2. Organize a costume closet; keep a written inventory of costumes, sizes, etc.
3. Wash, dry and iron or send costumes to be dry-cleaned when necessary. Keep them in good condition and ready for use.
4. Contact a costume designer/seamstress when a costume needs repair and arrange to have repairs made.
5. Keep a sign-out/sign-in register for costumes to keep track of them at all times.
6. Oversee budget and expenditures for the costume ministry.

## COSTUME DESIGNER/SEAMSTRESS

The costume designer/seamstress is responsible to create costumes to use in the church's drama ministry and to assist in keeping the costumes in good repair.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Costume designer/seamstress
<b>Accountable To</b>	Drama ministry director
<b>Ministry Target</b>	Participants in the creative arts/drama ministry
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Sewing experience • Able to do tedious, detailed work • Creative
<b>Best Personality Traits</b>	Dependable • Hardworking • Analyst-dependable
<b>Passion For</b>	Using creative talent to exalt the Lord
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** zero to several hours a month—varies according to activities planned and number of costume designers/seamstresses involved
2. **Participating in meetings/training:** a half hour a month—varies according to activities planned

### RESPONSIBILITIES/DUTIES

1. Meet with drama ministry director to discuss upcoming projects and deadlines.
2. Determine costume design based on needs of special project as shared by drama ministry director.
3. Obtain patterns and materials needed for costumes.
4. Work with other costume designers/seamstresses to carefully and prayerfully make costumes as unto the Lord. This involves cutting patterns and material, fitting and sewing, etc.
5. Repair costumes as needed.

## CREATIVE DANCE MINISTRY DIRECTOR

The creative dance ministry director is responsible to plan and oversee a creative dance ministry that honors God and inspires the congregation.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Creative dance ministry director
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Exhortation • Administration
<b>Talents or Abilities Desired</b>	Experience in creative movement/dance preferred
<b>Best Personality Traits</b>	Outgoing • Energetic
<b>Passion For</b>	Glorifying God through tastefully arranged creative performances
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** several hours a month, depending on timing of special performances
2. **Participating in meetings/training:** one hour a month—varies

### RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities.
3. Coordinate with drama director and music director to plan creative dance presentations.
4. Work with choreographer when needed to develop special routines for musicals: children, adults, seasonal, etc.
5. Recruit, organize and oversee creative dancers involved in creative dance ministry, including ballet and creative/interpretive movement.
6. Participate in practices/dress rehearsals as needed.
7. Oversee budget and expenditures for the creative dance ministry.

## CREATIVE DANCER

The creative dancer is responsible to perform beautiful creative dance that interprets special music or narrations and honors God.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Creative dancer
<b>Accountable To</b>	Creative dance ministry director
<b>Ministry Target</b>	All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Exhortation • Serving
<b>Talents or Abilities Desired</b>	Experience in creative movement or ballet preferred
<b>Best Personality Traits</b>	Outgoing • Energetic • Expresser-dependable
<b>Passion For</b>	Interpreting music or message through dance and glorifying God through tastefully arranged creative performances
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to ten hours a month, depending on timing of special performances
2. **Participating in meetings/training:** one hour a month—varies

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Work with creative dance ministry director and/or choreographer to develop interpretive routines for special musical or narrative presentations.
3. Participate in practices/dress rehearsals as needed.
4. Perform your ministry of dance to the Lord during worship services or special events as planned.

## DECORATIONS ASSISTANT

The decorations assistant is responsible to assist the decorations coordinator in decorating to beautify the Lord's house and create environments that complement the current season, service or special event.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Decorations assistant
<b>Accountable To</b>	Decorations coordinator
<b>Ministry Target</b>	Congregation • All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Creative • Detail oriented
<b>Best Personality Traits</b>	Dependable • Cheerful • Cooperative spirit
<b>Passion For</b>	Beautifying the house of the Lord
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to ten hours a month
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Assist decorations coordinator in obtaining, making and arranging decorations to use during special services, events or seasons.
2. Assist decorations coordinator in decorating the communion table, the foyer and sanctuary on a regular basis. This may include taking care of flower arrangements as needed, weekly, monthly or seasonally.
3. When requested, help decorate for special events such as fellowship meals, showers, receptions, banquets, seminars and so forth.
4. Assist with church bulletin board upkeep in common areas, but not in Sunday School rooms or areas under another ministry's jurisdiction.

## DECORATIONS COORDINATOR

The decorations coordinator is responsible to organize and oversee church decorations as part of beautifying the Lord's house and creating environments that complement the current season, service or special event.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Decorations coordinator
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Congregation • All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration, Serving
<b>Talents or Abilities Desired</b>	Good organizational skills • Attention to detail • Creative
<b>Best Personality Traits</b>	Dependable • Cheerful
<b>Passion For</b>	Sprucing up the house of the Lord
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to ten hours a month
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Enlist decoration assistants and delegate tasks as necessary.
2. Obtain, make and arrange decorations to use during special services, events or seasons at the request of the pastor, music director, drama director or other ministry leader.
3. Decorate the Communion table, the foyer and sanctuary on a regular basis. Take care of flower arrangements as needed, weekly, monthly or seasonally.
4. When requested, decorate for special events such as fellowship meals, showers, receptions, banquets, seminars and so forth.
5. Supervise church bulletin boards in common areas, but not in Sunday School rooms or areas under another ministry's jurisdiction.
6. Organize and maintain a storage closet at the church for decorations and related supplies. This may include seasonal decorations, baby and wedding shower decorations, wedding supplies, anniversary decorations, etc.

7. Oversee budget and expenditures for the decorations ministry.

## DRAMA DIRECTOR

The drama director is responsible for overseeing all aspects of the church drama ministry to ensure that presentations are as excellent and inspirational as possible.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Drama director
<b>Accountable To</b>	Pastor (or pastor's designee)
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Exhortation • Pastor/shepherd • Administration
<b>Talents or Abilities Desired</b>	Leadership ability • Experience in drama a plus
<b>Best Personality Traits</b>	Detail oriented • Enthusiastic
<b>Passion For</b>	Presenting God's message through drama
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to ten hours a week, depending on drama productions scheduled
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Oversee and pray for all aspects of the drama ministry.
2. Participate in training opportunities yearly, or as presented. Plan training sessions for drama ministry volunteers.
3. Research community for resources—libraries, fine arts centers, rental centers, colleges, bookstores, local theaters—to locate sources of props, costumes, etc. for drama presentations. Keep a log of suppliers and whether you rent, borrow or buy from them.
4. Look for new ideas and scripts to use in the church's drama ministry. Select scripts, or work with a creative writer within your church to write scripts, for skits, seasonal programs, plays, etc.
5. Recruit volunteers for drama ministry: actors, actresses, narrators, etc.
6. Work with appropriate church staff or volunteers to construct or obtain props or materials needed for drama productions.

7. Organize and schedule drama teams for skits, illustrated sermons, mimes, storytelling, clowning or whatever dramatic medium your church approves and has volunteers to carry out. Appoint a leader for each team.
8. Meet with banner ministry coordinator, choreographer, costume designers, creative dance ministry director and others to inform them of upcoming needs.
9. Oversee budget and expenditures for the drama ministry.

## DRAMA TEAM LEADER

The drama team leader is responsible for overseeing and leading one drama team to insure meaningful presentations of skits, sermon illustrations or other drama medium—in worship services or other special events—as scheduled by the drama director.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Drama team leader
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Exhortation • Pastor/shepherd • Administration
<b>Talents or Abilities Desired</b>	Leadership ability • Experience in drama
<b>Best Personality Traits</b>	Detail oriented • Enthusiastic • Expresser-leader
<b>Passion For</b>	Presenting God's message through drama
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to ten hours a week, depending on drama productions scheduled
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Oversee, lead and pray for the drama team.
2. Participate in training opportunities yearly, or as presented.
3. Look for new ideas and scripts to use in your drama ministry. Work with drama director to select scripts for your team's skits, sermon illustrations, etc.
4. Recruit volunteers for your drama team.
5. Work with appropriate church staff or volunteers to construct or obtain props or materials needed for your team's drama productions.
6. Meet monthly with your drama team to discuss upcoming skits, sermon illustrations or other drama productions. Assign parts and duties. Set up rehearsals.
7. Inform drama director of any special needs.
8. Lead your drama team in presentations in worship services or other special occasions.

## DRAMA TEAM MEMBER

The drama team member is responsible for rehearsing and working with other team members to present skits, sermon illustrations or other drama medium—in worship services or other special events—as scheduled by the drama team leader and director.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Drama team member
<b>Accountable To</b>	Drama team leader
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Exhortation • Serving
<b>Talents or Abilities Desired</b>	Interest in drama
<b>Best Personality Traits</b>	Creative • Expresser-dependable or expresser-leader
<b>Passion For</b>	Presenting God's message through drama
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week, depending on drama productions scheduled
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Pray for the drama team.
2. Participate in training opportunities yearly, or as presented.
3. Study and memorize assigned scripts.
4. Rehearse skits.
5. Meet monthly with your drama team to discuss upcoming skits, sermon illustrations or other drama productions.
6. Perform drama presentation in worship services or other event.

## NARRATOR

The narrator is responsible for rehearsing and working with other drama team members to deliver meaningful drama presentations—in worship services or other special events—as scheduled by the drama director.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Narrator
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Exhortation • Serving
<b>Talents or Abilities Desired</b>	Interest in drama • Clear speech
<b>Best Personality Traits</b>	Expresser-analyst or expresser-dependable
<b>Passion For</b>	Presenting God's message through drama
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to six hours a week, depending on drama productions scheduled
2. **Participating in meetings/training:** as called upon

### RESPONSIBILITIES/DUTIES

1. Pray for your drama ministry.
2. Participate in training opportunities yearly, or as presented.
3. Participate in meetings as scheduled to learn about upcoming drama productions.
4. Study and memorize assigned scripts. Narrations may be read but are best when memorized.
5. Participate in rehearsals.
6. Deliver drama readings/narrations in drama presentations in worship services or other events.

## SET DESIGN/CONSTRUCTION CREW LEADER

The set-design/construction-crew leader will coordinate with the drama director and oversee set construction and teardown for upcoming drama presentations.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Set design/construction crew leader
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Administration • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Experience in construction work, preferably carpentry
<b>Best Personality Traits</b>	Dependable • Hardworking • Leader-analyst
<b>Passion For</b>	Contributing to the ministry through hands-on tasks and using expertise to enhance Christian drama presentations
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to eight hours a week, depending on drama productions scheduled and props/staging needed
2. **Participating in meetings/training:** as called upon

### RESPONSIBILITIES/DUTIES

1. Participate in meetings as scheduled to learn about upcoming drama productions.
2. Share input with drama director.
3. Gather construction materials as needed.
4. Call set-design/construction-crew members for assistance as needed.
5. Oversee design and construction of special staging, backdrops, props, etc. to ensure safe and attractive designs and timely completion, delivery and setup of finished materials.
6. Tear down and store special staging, backdrops, etc. after performances.

## SET DESIGN/CONSTRUCTION CREW MEMBER

The set design/construction crew member will help construct sets for drama presentations.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Set design/construction crew member
<b>Accountable To</b>	Set design/construction crew leader
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Experience or ability in construction work preferred
<b>Best Personality Traits</b>	Dependable • Hardworking
<b>Passion For</b>	Contributing to the ministry through hands-on tasks and enhancing Christian drama presentations through top-quality set construction
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to eight hours a week, depending on drama productions scheduled and props/staging needed
2. **Participating in meetings/training:** as called upon

### RESPONSIBILITIES/DUTIES

1. Participate in meetings as scheduled to learn about upcoming drama productions.
2. Share input with leader.
3. Assist with construction of special staging, backdrops, props, etc. to ensure safe and attractive designs and timely completion, delivery and setup of finished materials.
4. Assist with tearing down and storing staging, backdrops, etc.

## SET PAINTING ARTIST

The set painting artist will coordinate with the drama director and paint backdrops, props, etc. in preparation for special drama presentations.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Set painting artist
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Artistic ability • Prefer experience in scenic painting
<b>Best Personality Traits</b>	Creative • Leader-dependable or leader-expresser
<b>Passion For</b>	Contributing to the ministry through hands-on tasks and using talent to enhance Christian drama presentations
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to eight hours a week, depending on drama productions scheduled and props/staging needed
2. **Participating in meetings/training:** as called upon

### RESPONSIBILITIES/DUTIES

1. Participate in meetings as scheduled to learn about upcoming drama productions.
2. Share input with drama director.
3. Obtain and maintain needed art supplies.
4. Coordinate with set-design/construction crew leader as necessary.
5. Paint special backdrops, props, etc. to enhance drama presentations and lend to the desired atmosphere.

## SPECIAL PRODUCTION DIRECTOR

The special production director is responsible for overseeing and directing major, special drama productions.

<b>Ministry Area/Department</b>	Creative arts
<b>Position</b>	Special production director
<b>Accountable To</b>	Drama director
<b>Ministry Target</b>	Congregation • Community in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Administration • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Experience in drama preferred • Leadership ability
<b>Best Personality Traits</b>	Dependable-leader or expresser-leader • Good communicator
<b>Passion For</b>	Glorifying God and influencing lives through meaningful drama presentations
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to eight hours a week, depending on drama productions scheduled and props/staging needed
2. **Participating in meetings/training:** as called upon

### RESPONSIBILITIES/DUTIES

1. Participate in meetings as scheduled to learn about upcoming drama productions.
2. Share input with drama director.
3. Study drama scripts to get a feel for the message, the atmosphere and how to present it.
4. Work with drama director to cast the parts using those who have volunteered as actors/actresses, narrators, drama team members, etc. If necessary, recruit other cast members.
5. Distribute copies of scripts to cast members.
6. Meet with all cast members to explain the goal of the drama presentation, the personalities each character should portray, your expectations of them and the rehearsal schedule.
7. Direct the rehearsals and make suggestions for ways to improve the presentations for maximum impact.

8. Meet with drama director to discuss needs for set construction, music, soloists, lighting, sound, dancers or other participants. Work with drama director to coordinate with other leaders regarding these needs.

# THEATRICAL MAKEUP ARTIST

The theatrical makeup artist will use makeup to accentuate actors' and actresses' features and to make actors and actresses look like the characters they portray. The theatrical makeup artist will need to be familiar with the characters of the drama presentation in order to apply makeup most effectively. Makeup might not be necessary in skits done to reinforce the pastor's message or to teach a Christian principle; however, makeup will be necessary in special plays and seasonal dramatic events or musicals.

<b>Ministry Area/Department</b>	Creative arts/drama
<b>Position</b>	Theatrical makeup artist
<b>Accountable To</b>	Drama team coordinator or special production director
<b>Ministry Target</b>	Actors/actresses
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Knowledge of stage makeup preferred; however, any experience with makeup application is acceptable
<b>Best Personality Traits</b>	Gentle • Creative • Dependable-expresser or dependable-leader
<b>Passion For</b>	Helping actors/actresses look their parts in Christian drama
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week—more during special performances
2. **Participating in meetings/training:** one hour a month

## RESPONSIBILITIES/DUTIES

1. Participate in training sessions and planning meetings.
2. Learn the characters for upcoming skits or major drama presentations.
3. Meet with the drama team to determine makeup needs.
4. Arrive early to allow plenty time to make up actors/actresses—30 minutes or more, depending on extent of your makeup services. If you are so ill you will not be able to assist, call your drama team coordinator or special production director immediately.
5. Before every performance, pray for God's anointing on the participants and for His Holy Spirit to prepare the hearts of those who will see and hear the performance.

6. Purchase makeup and related supplies as needed with approval from the drama director.