



## **Director of Media & Worship Arts**

### **Opportunity Profile & Position Description:**

At Trinity, we are passionate about seeing a diverse group of people find a common story in Christ. Since Trinity started in 2007, we have committed ourselves to exalting Jesus Christ and honoring God's Word in all that we say and do. Our four-part strategy is to invite people to Come to Christ, then to Grow in Christ, Serve Him, and Reach others with the great news about Christ. As God has brought more people, we have continued to be one church which now meets in six locations, three Virginia Beach locations, one in Downtown Norfolk, one in Stuttgart, Germany and a new mission campus in the Middle East.

#### **Position Overview:**

The Director of Media & Worship Arts is responsible for leading our worship, production, communications and media teams to provide the highest quality worship experience and internal and external communication possible. This person provides overall vision and leadership for each of these areas as well. The Director of Media & Worship Arts will report to and take direction from the Executive Pastor of Ministry and collaborates with the pastor team in setting direction and flow for each week's Worship Service. The Director of Media & Worship Arts will also supervise the individual campus Worship Coordinators to provide consistency, coaching, teaching and guidance on a regular basis.

#### **Responsible/Accountable to:**

*Executive Pastor for Ministry*

**Expected Hours:**

This role will average 40 hours a week, including Sundays, as well as regularly scheduled office hours.

**Position Description: Director of Media & Worship Arts****Worship Arts Leadership Responsibilities:**

- Cast vision by presenting a goal and a direction for the overall Trinity Worship experience. This person will also present a vision for how to improve specific areas at individual campuses and across all campuses.
- Coordinate and collaborate with the pastor team to insure consistent direction and execution of all worship & production at Trinity.
- Facilitate round table meetings, distribute tasks, provide agendas and delegate focus areas based on each team member's individual strengths.
- Collaborate with Campus Worship Coordinators in the establishment of a Trinity-wide set list for universal application and work with the individual campuses to insure proper contextualization.
- Collaborate with Campus Worship Coordinators with regular meetings for decisions within the ministry and planning for church wide events, gatherings and training.
- Oversight and collaboration with the Trinity Production staff to insure the highest caliber of presentation at all campuses and at Trinity-wide events.
- Oversight and collaboration with Trinity Communications team to insure timely information flow to the communications team and final product production from that team, including but not limited to the design & maintenance of the website.
- Oversight and collaboration with Trinity Digital Media team to insure timely information flow to the digital team and the highest quality and timely product presentation, including direction and production of video products and the publication of weekly sermons. Oversight & vision for social media presence.
- Establishment of worship protocols across all campuses.
- Plan & insure regular campus worship team recruitment and auditions and establish the process for evaluating, selecting, and training campus worship team members, designed to create a "deep bench" of worship team members from within the congregation.
- Plan & insure regular campus production team recruitment and training.
- Assist in the planning for all Trinity-wide or regional worship events.
  
- Administration

- Train and become adept at the use of Trinity wide software applications for scheduling, project management and administration. (Included but not limited to: Planning Center, Microsoft Office 365, & Basecamp)
- Primary responsibility for Planning Center and production notes for weekend services and special events.
- Develop annual Media & Worship Arts goals and objectives in collaboration with Media & Worship Arts staff as well as pastors.
- Develop annual proposed Media & Worship Arts Ministry budget in consultation with the Pastors and Worship coordinators, Service Production, and Communications staff.
- Purchase instruments and equipment in accordance with ministry SOP's.
- Churchwide IT including equipment inventory, repair and replacement, software, print production equipment leases and maintenance.

**Qualifications, Education & Experience:**

- Mature Christian walk.
- Spiritual gift of leadership and administration.
- Continue in Christ centered spiritual growth and development
- Maintain consistent commitment to prayer and scripture
- Maintain strong spiritual life including marriage and/or family
- Be involved in the church-wide life of Trinity Church, including membership in a Community Group.
- Bachelor or Masters' Degree preferred.
- Proficiency in MAC products
- Working knowledge of the staffing, training, and maintaining a worship team.
- Working knowledge of various communication software (ex: InDesign) and approaches to design & implementation across multiple communications platforms (ex: website/social media/video)
- Working knowledge of worship & service production techniques (ex: AVL), equipment, and ministry best practices
- Physical stamina including standing for several hours and the ability to assist with load in and load out. Must be physically able to bend and stoop, climb stairs or access second floor office space via chair lift, and carry and lift objects (up to 35 lbs.)
- Support the leadership and decisions of the Elder Board
- Cooperate with annual/regular reviews

**What Trinity Church Provides:**

- Full-time compensation (40 Hours)
- Full-time benefits
- Continuing education/conference attendance

- Computer and office space