

# TRINITY CHURCH

RESTON CAMPUS COORDINATOR



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Since 2007, Trinity's mission has been to make disciples who exalt Jesus Christ and honor God's Word in everything they say and do. Our four-part strategy invites people to **COME** to Christ, **GROW** in their faith, **SERVE** Him by serving others, and **REACH** the church with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

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## + Position Description

The Campus Coordinator is responsible for assisting the Campus Pastor while providing leadership and support to ministry leaders and direct leadership to Sunday morning ministry teams for their campus. The Campus Coordinator also works with the Campus Pastor to plan services, connect church members and visitors to the ministry of the church, and to coordinate all campus related ministries.

# +Responsibilities

## Administrative

- Assist Campus Pastor in planning Sunday services and executing campus vision.
- Use Trinity-wide software and train others as necessary (Google Workspace, Planning Center, MailChimp).
- Recruit and facilitate volunteer training for various ministries (Set-up, Worship, Production, Connect, Trinity Kids, etc).
- Recruit, oversee, and train Service Coordinators to serve as a volunteer coordinator on Sundays as needed.
- Anticipate and prepare for upcoming needs; request and arrange materials needed from Trinity Church Central Office.
- Coordinate and execute Discover Trinity courses.
- Facilitate/Schedule campus events (New Member Class, Baptism Orientation, Group Leader Training, Volunteer Appreciation, Adult Bible Studies, Bible Studies, etc).
- Manage Campus office, space, and supplies.
- Participate with other Campus Coordinators for joint services (Easter, Christmas Eve, Beach services).
- Manage shared location space calendar.
- Answer Trinity-related queries.
- Manage campus email.
- Assist with benevolence requests; maintain regular office hours.

## Connection

- Connect with visitors and manage follow-up workflows using Planning Center.
- Coordinate service elements (dedications, baptisms, classes, etc).
- Ongoing communication with Campus team leads.

## Staff & Volunteers

- Attend Service Planning and All-Staff meetings along with an annual Staff Summit.
- Assist and train Volunteer Ministry Leaders in organizing and scheduling teams.
- Prepare reports and documents for program planning and evaluation.

## **+Minimum Requirements/Critical Skills:**

- Effective verbal and written communication.
- Effective delegation with volunteer teams.
- Attention to detail, task-oriented.
- Calm demeanor, cool under pressure.
- Foresight, discernment, problem-solving ability.
- Physical stamina for various tasks..

## **+ Essential Relationships:**

- Campus Pastor, Campus Team, Coordinators, Central Office Administrative Staff, Campus Ministry Deacons, Reach Partners.

## **+ Expectations**

The Campus Coordinator will:

- Report to the Campus Pastor.
- Work an average of 25 hours per week, including Sundays and occasional evenings, depending on church event schedules.
- Office at the Campus.
- Support the leadership decisions of the Elder Board and participate in regular performance reviews.
- Pursue a strong spiritual life, including Christ-centered growth and development, a consistent commitment to prayer and scripture, and active participation in the Trinity Church community.

## **+Support**

- Receive compensation and necessary resources such as computers, supplies, books, and office space from Trinity.