

TRINITY CHURCH

WORSHIP COORDINATOR



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, to **GROW** in their faith, to **SERVE** Him by serving others, and **REACH** those outside Trinity with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including three in Virginia Beach, Virginia; one in Norfolk, Virginia; one in Reston, Virginia; one in Stuttgart, Germany; and one in the Middle East.

+ Position Description

The Worship Coordinator is someone with a mature, vibrant, and deep love for Jesus Christ who is both passionate about and gifted in leading people in worshiping and serving God. The Worship Coordinator is responsible for leading worship at the Reston campus on Sundays, leading worship at certain campus ministry events, and participating in certain churchwide events.

+ Areas of Responsibility

Worship Services

- Lead weekly worship services at Reston campus.
- Prepare music, song charts, and arrangements for the campus.
- Program multitracks and backing tracks for weekly services at the campus.
- Update Planning Center and production notes for weekend services and special events.
- Assist with other special music/worship events as needed.

Volunteers

- Lead campus Worship Team volunteers in weekly rehearsal sessions.
- Schedule Worship Team volunteers through church Planning Center software.
- Identify, select, and train campus Worship Team volunteers using standard protocols.
- Regularly communicate with campus Worship Team volunteers.
- Provide pastoral care and support to campus Worship Team volunteers.

Administration

- Learn and maintain proficiency with churchwide software applications.
- Attend campus staff meetings and meet regularly with the Campus Pastor.
- Serve on and attend periodic meetings of the Campus Leadership Team.
- Develop annual goals and budgets for campus Worship Ministry in collaboration with the Campus Pastor and the churchwide Director of Worship.
- Purchase equipment in accordance with the Worship Ministry SOP's.
- Participate in Trinity's churchwide Worship Ministry Team (see below).

Churchwide Worship Ministry Team

- Be part of Trinity's churchwide (all campuses) Worship Ministry Team that includes all Campus Worship Coordinators and is led by a Team Leader; the Team will meet monthly.
- The churchwide Worship Ministry Team will:
 - Establish common worship protocols, including standard of dress, and a standard worship song list to be used on all campuses.
 - Establish a process for evaluating, selecting and training campus worship teams.
 - Plan churchwide or regional worship events as directed by the Trinity Church Elders.
 - Discuss issues common to the worship ministry at all campuses.

+ Preferred Education and Experience

- Bachelor's degree; however, relevant experience may be considered as an alternative to a four-year degree.
- Outstanding vocalist or musician.
- Proven ability to lead worship and to organize and lead a worship team with at least one year of church staff experience or two years as a volunteer leader.
- Spiritual gift of leadership and/or administration.
- Physical stamina that allows 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 floor office space via a chair lift, and carry and lift objects weighing up to 35 lb.

+ Expectations

- The Worship Coordinator will report to the Campus Pastor and to the churchwide Director of Worship, and will take part in regular performance reviews.
- He/She will also:
 - Demonstrate a mature Christian walk, and will continue in Christ-centered spiritual growth and development.
 - Maintain a consistent commitment to prayer and scripture.
 - Will be involved in the churchwide life of Trinity Church.
 - Will support the leadership and decisions of the Elder Board, including decisions made for that specific campus.
- This is a part-time position, hours to be determined upon hiring. The dates of in office attendance will vary from week to week depending on the needs of the Campus.

+ Support

- Hourly compensation.
- Paid Time Off.
- Resources as specified (computer, office space, etc.)