



TRINITY

CHURCH

Campus Coordinator 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 seven locations, four Hampton Roads locations, one in Reston, Virginia, one in Stuttgart, Germany and one in the Middle East.

Position Overview:

The Campus Coordinator is responsible for assisting the Campus Pastor, 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.

Responsible/Accountable to: Campus Pastor

Expected Hours:

This role will average 20-25 hours a week, including Sundays. The dates and times of in-office attendance will vary from week to week depending on the needs of the campus.

Position Description:

Administrative

- Assist the Campus Pastor in planning services.
- Train and become adept at the use of Trinity wide software applications for scheduling, project management and administration. Train ministry leaders and volunteers in the use of them as well. (Included but not limited to: Basecamp, Google Workspace and Planning Center.)
- In tandem with other campus staff, identify, recruit and train volunteers for set-up, worship, production, Connect ministries and Trinity Kids.
- Work with ministry leaders in all campus ministries to assist them in reaching their goals and responsibilities by communicating mid-week, planning periodic team training, and working to solve problems in their ministry areas
- Recruit, oversee and train volunteer Service Coordinators to ensure the campus is ready for worship. Serve as the Coordinator on Sunday mornings as assigned to build and maintain personal relationships with onsite staff and Sunday morning teams.
- Anticipate needs for the upcoming weeks and months. Request and prepare materials from the Trinity Church Central office. To include, but not limited to: visitor bags, printed posters, bulletins and any other materials provided by the communications department. Arrange transport to the campus if required.
- Assure that New Member materials are prepared and available as needed.
- Serve as event planner for any events associated with the campus, including but not limited to: New Member Class, Baptism Orientation, Community Group Leader training, Volunteer Appreciation, Adult Education and Women's and Men's Bible Studies.
- Provide management for the Campus office and space.
- Special Services: Participate in the Service Coordinator Team for joint services such as Easter, Christmas Eve and Beach services as assigned.
- Manage the calendar for shared location space.
- Assist with coordination for weddings & funerals held in the Campus Worship Center.
- Manage needed repairs and equipment replacement in dedicated Trinity space.
- Be available to answer and/or find the answer to Trinity related questions.
- Manage the campus email address on a daily basis and respond to or disperse the emails to the appropriate ministry leader.
- Field campus phone calls and campus voicemail throughout the workday and follow up appropriately.
- Pick up, manage, and distribute office mail daily as needed.
- Assist with benevolence requests at the campus.
- Maintain regular onsite office hours.

Connection:

- Connect with visitors and administrate follow-ups with ministry representatives and prayer team. Utilize Planning Center to ensure that all visitors, and other connect card information is followed up in a timely and thorough manner.
- Organize and coordinate occasional service elements (baby/child dedication, believer's baptism, New Member Class and Commissioning, Serve Sunday, etc.).
- Be in contact with campus staff weekly. Communicate with the staff as necessary, acting as the liaison.
- Recommend potential team leaders and community group leaders to the campus pastor.
- Communicate with Campus team leads on an ongoing basis.

Staff:

- Attend weekly service planning meetings, monthly all-staff meetings and annual all-staff summit..
- Provide assistance and training to Volunteer Ministry Leaders for organizing and scheduling their teams.
- Prepare reports and documents to plan and measure programs.

Minimum Requirements/Critical Skills:

- Ability to communicate effectively verbally and in writing
- Ability to delegate effectively with a team of volunteers
- Attention to detail and task oriented
- Calm, welcoming demeanor and ability to remain cool under pressure
- Foresight, discernment, and excellence in problem solving
- Physical stamina including standing for several hours. 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.).

Essential Relationships

- Campus Team
- Campus Coordinators
- Administrative Staff

Preferred Education, Experience and Expectations:

- Bachelor's degree; equivalent experience may be considered in lieu of four-year degree.
- 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
- Support the leadership and decisions of the Elder Board, including decisions made for specific campus
- Cooperate with annual/regular reviews

Support (what Trinity Church provides):

- Hourly compensation and stated benefits
- Resources as specified (computer, office space, etc.)