

TRINITY CHURCH

ProPresenter Creator



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 the church with the good news of Jesus. We are committed to the pursuit of building multi-ethnic, multi-generational congregations that reflect the communities around us and pursue unity in Christ. Trinity Church is one church with seven locations across the globe, averaging around 2,000 each Sunday for in-person attendance.

+ Position Description

The ProPresenter Creator is someone with a mature, vibrant, and deep love for Jesus Christ who is both passionate about and gifted in communication and administration. They are responsible for communicating with Pastors and creating weekly slides that reinforce what the message is communicating. They will work in conjunction with the Production Manager, Campus Coordinators, and Pastors to publish the ProPresenter Bundle needs each week.

+ Responsibilities

Pre-Sunday:

- Gather Message outlines from Pastors and create their slides within ProPresenter based on the templates given.
- Communicate with Pastors about drafts and edits made on these slides.
- Prepare assets provided by the Campus Staff and Production Manager to create the final weekly ProPresenter Bundle.
- Distribute weekly Campus Pro-Presenter bundles.

Sunday Role:

- None

Admin:

- Communicate with Pastors to visualize what they want to convey in the message.
- Communicate with other stakeholders to gather assets.
- Communicate with the Production Manager about needs each week.

+ Preferred Experience

- Use of ProPresenter 7.
- Ability to use Mac Computers.
- Ability to communicate clearly.
- High-level organization and management skills.
- Knowledge in the Google Environment.

+ Expectations

The Sermon Slides Creator position requires 6-10 hours per week, including evenings and weekends. This position will work various hours on Wednesday through Saturday as needed. It is based on what Pastor(s) you are prepping for week to week.

Reporting to the Production Manager, the ProPresenter Creator should be willing to support the leadership decisions of the Elder Board and participate in regular performance reviews. It is also expected that the candidate has 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.

+ What Trinity Will Provide

Part-time employees will receive competitive compensation and necessary resources such as computers, software, and other supplies as needed.