

TRINITY CHURCH

PRODUCTION 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 five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

+ Position Description

The Production Coordinator is someone with a mature, vibrant, and deep love for Jesus Christ who is both passionate about and gifted in leading people and serving God. The Production Coordinator is responsible for all of the audiovisual at the Production Coordinator's campus. Rehearsals, Sunday Morning, Student Ministry, Campus Events, as well as AV maintenance. The Production Coordinator also is expected to support events at the campus immediately following the service on Sunday, communicate issues to the AVL Manager, and be available to support extra events in your Campus' Region as needed, including large scale events (Easter, Christmas, Beach Services, etc.)

+ Areas of Responsibility

Worship Services

- Lead weekly Production team during worship services at campus.
- Actively participate in rehearsals and service run throughs.
- Coordinate with campus Worship Coordinator and Campus Pastor to create an atmosphere of worship that adheres to the standards and vision of Trinity Church.

- Update Planning Center and production notes for weekend services and special events.
- Assist with other special events as needed.
- Maintain equipment and audiovisual infrastructure, both hardware and software, recommending repairs and upgrades as needed. All with the help and guidance of the AVL Manager.

Volunteers

- Build, and disciple a team of volunteers to cover all service production positions (audio, lights, Pro-Presenter, video switcher, producer) on Sunday mornings, week night rehearsals, and special events.
- Schedule Production Team volunteers through church Planning Center software.
- Identify, select, and train campus Production Team volunteers using standard protocols.
- Regularly communicate with campus Production Team volunteers.
- Provide pastoral care and support to campus Production 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 AVL Manager.
- 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 & Production Coordinators and is led by a Team Leader; the Team will meet monthly.
- The Church Wide 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

- Substantial audio/visual experience (live, broadcast, post-production).
- Proven ability to train volunteers to mix live audio.
- Technical and mechanical ability.
- Spiritual gift of leadership and/or administration.
- Ability to plan ahead to identify solutions to potential problems that might arise at a given event.
- Ability to troubleshoot complex audio-visual systems.
- 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 50 lb.

+ Expectations

- The Production Coordinator will report to the Campus Pastor and to the churchwide AVL Manager, 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 role will average 10 hours per week including Sundays, evenings and weekend commitments. Regular office hours will be established with those to whom this role is responsible/accountable.