

TRINITY CHURCH

WORSHIP & 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 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

Trinity's Worship and Production 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 and Production Coordinator is responsible for leading worship and overseeing all audio/visual aspects at their home campus on Sundays as well as church wide regional events as assigned.

+ Areas of Leadership

Worship Services

- Lead weekly worship services(some weeks on stage and others in the booth)
- Prepare music and arrangements
- Lead production environments
- Set up and tear down AVL components as the campus requires
- Integrate ministry plans from church-wide leadership
- Update planning center and production notes
- Assist with special events
- Communicate audio/visual issues to the Production Manager

Volunteers

- Lead, recruit and train a team of volunteers for worship and production roles
- Schedule rehearsals and team members using Planning Center
- Provide pastoral care to team members

Administration

- Learn and maintain proficiency with Trinity-wide software applications.
- Attend required meetings as determined by Campus Pastor, Worship Director and Production Manager
- Develop annual goals and budgets for Worship and Production Ministry
- Purchase equipment in accordance with the vision of the Worship Director, Production Manager, and Campus Pastor

+ Preferred Education and Experience

- Bachelor's degree; however, relevant experience may be considered as an alternative to a four-year degree.
- Minimum four years of worship leading experience
- Technical and mechanical expertise (including live audio mixing)
- Strong organizational and management skills
- Capability to anticipate potential issues and create solutions in advance
- Ability to diagnose and deal with complex audio-visual systems
- Proficiency with Google Workspace or similar platforms

+ Expectations

The Worship & Production Coordinator position requires an average of 40 hours per week, including evenings and Sundays, depending on church event schedules.

Reporting to the Campus Pastor and Worship Director, the Worship & Production Coordinator 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

Full-time employees will receive compensation, benefits, continuing education opportunities, and necessary resources such as computers, supplies, books, and office space.