

TRINITY CHURCH

MINISTRY & EVENTS 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, one in Downtown Norfolk; Stuttgart, Germany; one in Reston, Virginia; and in the Middle East.

+ Position Description

Trinity's Ministry & Events Coordinator is someone with a mature, vibrant, and deep love for Jesus Christ who is both passionate about and gifted in planning and executing events that build the Kingdom of God as well as bringing administrative assistance to the ministries of Trinity Church.

+ Areas of Focus

Event Planning

- Full event planning for events larger than 150 people
 - 1D4A, Marriage Retreat, Beach Baptism Services, etc
- Construct and implement event planning templates to be used churchwide for events smaller than 150 people

Ministry Assistance

- Assist the Executive Pastor and Director of Trinity Ministries with the planning and execution of staff events and leadership training.
 - Quarterly staff in-person gatherings
 - Monthly All-Staff Meetings
 - Annual All-Staff Summit
 - Elder Retreats
- Write weekly Staff Email with upcoming dates / reminders and encouragements
- Project Coordinator for churchwide synthesis projects & new initiatives
 - sermon devotional supplements, new video curriculums, LEAD3D, global mission trip leader packet, etc

+ Preferred Education and Experience

- Strong organizational and event management skills
- High Emotional IQ
- The capability to anticipate potential issues and create solutions in advance
- Proficiency with Google Workspace

+ Expectations

The Ministry & Events Coordinator will...

- Work an average of 25 hours per week, including occasional evenings and Sundays, depending on church event schedules.
- Report to the Director of Trinity Ministries
- Office at the Oceanfront Campus
- Support the leadership decisions of the Elder Board and participate in regular performance reviews.
- Pursue 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.
- Receive compensation and necessary resources such as computers, supplies, books, and office space from Trinity.