

# Board of Worship

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## Audio Ministry Coordinator

**Mission Statement:** The Audio Ministry of Trinity Evangelical Lutheran Church serves members and guests, attending or in remote locations, by providing and recording clear sound during worship in order to proclaim God's Law and Gospel.

**Description:** The Audio Ministry Coordinator orchestrates the functions of the entire Audio Ministry team. The Coordinator is part of the Audio Ministry leadership team, along with the Scheduler, Trainer, and Connector. The Coordinator works with the Audio Ministry leadership team, the Audio Ministry Technicians, the Board of Worship, and the Worship Pastor.

**Qualifications:**

- Spiritually mature, male communicant member of Trinity Ev. Lutheran Church
- Works well with others
- Good administrative skills
- Experience as an audio technician at Trinity

**Responsibilities:**

1. Serve as the liaison between the Board of Worship, the Worship Pastor, and the Audio Ministry Technicians.
  - a. Communicate:
    - 1) Audio needs for additional and special services
    - 2) Any changes in procedures
    - 3) General information
  - b. Coordinate:
    - 1) Long range planning for the Audio Ministry
    - 2) Training opportunities
    - 3) Work with leadership team to establish audio standards and guidelines
    - 4) Bring issues to the attention of the leadership team as they arise
  - c. Command: Initiate meetings, set agendas, and lead meetings of the Audio Ministry leadership team.
  - d. Coach: Serve as a mentor to others on the Audio Ministry leadership team.

**Time Commitment:**

- 4 hours per month
- 1-year commitment

**Relationships:** The Audio Ministry Coordinator works closely with Scheduler, Trainer, and Connector. He works with and reports to the Board of Worship and the Worship Pastor. He seeks to encourage and support all of the Audio Ministry Technicians in their ministry.

**Training:** Initially the Audio Ministry Coordinator is trained by the Worship Pastor; thereafter he will be trained by the outgoing Coordinator. The Coordinator will have opportunity to participate in further technical and leadership development training as they are available.