

# Board of Worship

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## Audio Ministry Scheduler

**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 Scheduler is responsible for scheduling Audio Ministry Technicians to serve at all public worship services held by Trinity Evangelical Lutheran Church.

**Qualifications:**

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Attention to detail
- Experience with Microsoft Office™
- Dependable
- Able to meet deadlines

**Responsibilities:**

1. Create and maintain the quarterly Audio Ministry Technician schedule for all Sunday and seasonal worship services at Trinity Evangelical Lutheran Church.
  - a. Contact Audio Ministry Technicians to see if there are any dates that they cannot serve.
  - b. Create or update the schedule as necessary.
  - c. Send updated schedules to Church Secretary for posting on the website.
2. Work with the Video Ministry Scheduler, who is the point of contact for scheduling an Audio Ministry Technician to record special occasions such as weddings and funerals.
3. Serve as member of the Audio Ministry leadership team.

**Time Commitment:**

- 2 hours per month
- 1-year commitment

**Relationships:** The Audio Ministry Scheduler works with the Audio Ministry Technicians and reports to the Audio Ministry Coordinator.

**Training:** Initially the Audio Ministry Scheduler is trained by the Worship Pastor or his designee; thereafter the Scheduler will be trained by the outgoing Scheduler. The Scheduler will have opportunity to participate in further leadership development training as it is available.