

Board of Worship

Bulletin Design Ministry Coordinator

Mission Statement: The Bulletin Design Ministry of Trinity Evangelical Lutheran Church serves worshippers by overseeing the production of bulletin cover designs which meet one or more of the following criteria:

- Highlight the worship theme of the service
- Offer a tie-in to the season of the church year
- Reflect the rich heritage of the congregation

Description: The Bulletin Design Ministry Coordinator provides bulletin cover designs to the Worship Pastor for all Trinity Evangelical Lutheran weekly and special worship services.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Knowledge of and flair for graphic design
- Working knowledge of Microsoft Office
- Good people skills
- Works well with others
- Attends church regularly

Responsibilities:

1. Serve as the liaison between the Board of Worship, the Worship Pastor, and the Bulletin Ministry.
2. Provide standard and special worship service bulletin designs to the Worship Pastor, as requested.
 - a. Design bulletin graphics.
 - b. Incorporate messages into the bulletin cover design.
 - c. Solicit designs from groups within the congregation (Sunday School, etc.).
 - d. Coordinate bulletin designs/messages with the Worship Pastor.
3. Communicate to the Board of Worship, alerting the Board to any issues or opportunities as they relate to the Bulletin Ministry and Trinity's worship services.

Time Commitment:

- 10 hours per month
- 1-year commitment

Relationships: The Bulletin Design Ministry Coordinator works with and reports to the Board of Worship and the Worship Pastor. The Coordinator seeks to encourage and support others within the congregation to generate ideas that could enhance the Bulletin Ministry.

Training: The Bulletin Design Ministry Coordinator will be trained by the outgoing Coordinator. The Coordinator will have an opportunity to participate in further leadership development training as it is available.