

Board of Worship

Video Ministry Coordinator

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

Description: The Video Ministry Coordinator orchestrates the functions of the entire Video Ministry team. The Coordinator is part of the Video Ministry leadership team, along with the Scheduler, Trainer, and Connector. The Coordinator works with the Video Ministry leadership team, the Video 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 a Video Technician at Trinity

Responsibilities:

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

Time Commitment:

- 4 hours per month
- 1-year commitment

Relationships: The Video Ministry Coordinator works closely with the 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 Video Ministry Technicians in their ministry.

Training: Initially the Video 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.