

Board of Worship

Visual Inspiration Ministry Coordinator

Mission Statement: The Trinity Evangelical Lutheran Visual Inspiration Ministry seeks to adorn the church and visually enhance the congregation's worship experience, all to glorify God.

Description: The Visual Inspiration Ministry Coordinator oversees the functions of the Visual Inspiration Ministry team, communicating with the pastors and the boards. The Coordinator is part of the Visual Inspiration leadership team, along with the Design Advisor, Scheduler, and Connector.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Good administrative skills
- Good people skills
- Good communication skills
- Able to coordinate and harmonize a group of people
- Attends church regularly

Responsibilities:

Serve as liaison between the Board of Worship, the Worship Pastor, and the Visual Inspiration team.

1. Communicate.
 - a. Alert the Board of Worship to upcoming events and needs.
 - b. Determine the visual enhancement needs of the Worship Pastor regarding upcoming seasonal and sermon themes/series.
 - c. Ensure any designs/ideas affecting the sanctuary and altar areas are consistent with and agreed upon by the Mary of Bethany Altar Guild.
 - d. Inspire and encourage the Visual Inspiration team to develop and create inspirational enhancement ideas.
2. Coordinate the Visual Inspiration team
 - a. Set meeting place, dates and times.
 - b. Create agendas for meetings.
 - c. Lead meetings.
3. Submit budgets and reports.
 - a. Submit yearly reports to the Board of Worship.
 - b. Work with budgetary items as needed.

Relationships: The Visual Inspiration Ministry Coordinator works closely with the Visual Inspiration Scheduler, Design Advisor, and Connector and seeks to encourage and support all team members in their ministry. The Coordinator works with the Worship Pastor and Altar Guild and reports to the Board of Worship.

Time Commitment:

- 4 hours per month
- 2-year commitment

Training: The Visual Inspiration Ministry Coordinator will be trained by the outgoing Coordinator, and by involvement and experience with the functioning team. The Coordinator will have the opportunity to participate in further leadership development training as it is available. The Coordinator is encouraged to attend the WELS Worship Conference and/or other workshops as offered by the church.