



1000 West Main Street, Lansdale, PA 19446 | trinitylansdale.com | tlc@trinitylansdale.com | 215.368.1710

Job Title: Digital Worship Coordinator

Position Profile

Reports to:	Director for Worship & Music
Payment:	Salaried
FT/PT status:	Part Time - 20 hours per week
Rostered?:	Non-Rostered
Fair Labors Standards Act status:	Exempt
Sunday Worker	Yes

Job Summary

The **Digital Worship Coordinator** works in coordination with the Director for Worship & Music, other worship and operations staff, the pastors and the worship teams for each service to produce and execute all digital services for all worship services and occasional special events conducted in the sanctuary. This includes the design and production of content for digital screens and livestreams.

Essential Functions (How)

To do this, the Digital Worship Coordinator should focus on:

- **Collaborative Partnership:** Work closely with the Directors of Worship and Music, the pastors, Operations and Communications on the design and production of all digital content and workflows for weekly worship.
- **Development:** Develop and continuously improve skills in digital design, production and execution. Stay current with tools, trends, and best practices in digital ministry and online engagement. Document processes and creating guides to support consistency and volunteer training.
- **Mission Alignment:** Ensure that all digital worship practices reflect the church's core values and mission to connect all generations to God's family.

Key Responsibilities (Details)

- Create slides, and prepare presentations that are compelling and user-friendly for weekly live streamed worship services and any special services (e.g., Holy Week, Christmas Eve) in collaboration with the Directors of Worship and Music, Communications and Operations, the pastors, and other worship staff members and volunteers.



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- Recruit, train, and manage volunteers to support live production and livestreaming for worship services.
- Work with external advisors and consultants to troubleshoot issues as they arise.
- Guide pre-worship review to include microphone check and ensure coordination of all worship components.
- Edit worship service recording for posting to social media/website.
- Work with the Director for Communications to ensure worship videos are posted on website/social media weekly.
- Maintain equipment for production, including software updates, backups, and general care.
- Seek creative ways to enhance visual interest and usability of digital displays and live streamed services.
- Report weekly usage of music to licensing companies (ONE License and CCLI), and seek permission to use music that falls outside of these licenses. Retrieve copyright information for all music in worship.
- Assist with planning and posting content across Trinity's social media platforms.

Additional Duties

- Participate in monthly staff meetings and events.
- Participate in weekly worship staff and planning meetings to facilitate collaboration of digital worship services.
- Perform other duties as the Director for Worship and Music requests.

Core Competencies/Skills

- **Personal:** Creative, adaptable, and innovative in developing new ways to engage with the congregation and the broader community. Self-starter with the initiative to identify and engage with problems and opportunities, taking responsibility as a part of a collaborative team team (staff, volunteers, ministry teams).
- **Interpersonal:** Very strong people skills/emotional intelligence. Well differentiated in interpersonal relationships. Excellent verbal and written communication skills. Proactive communicator. Effective organization and time management skills, occasionally working under pressure to meet deadlines. Ability to maintain confidentiality.
- **Spiritual:** A heart for ministry and a desire to serve the church community. A commitment to the church's mission and values, and the ability to communicate them effectively.



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- **Technological:** Experience/training in digital design and production including efficient use of Pro Presenter, Google Suite, Final Cut Pro or other video editing software. Willingness to learn additional software applications/technologies.

Qualifications

Education:

- Bachelor Degree preferred

Required:

- Demonstrated experience in video production and editing.
- Strong organizational and time-management skills, careful attention to detail, and ability to manage multiple projects simultaneously.

Working conditions

Content creation can be done from the office or home environment during a standard work week. Additional time requirements include Sunday morning worship services (8:30 & 10:45 AM), special worship services including evenings, and planning meetings.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is frequently required to walk, use hands to type data, drive a car, operate business machines, dial the telephone and reach with hands and arms. The employee must frequently lift and/or move 5-10 lbs. and occasionally lift and/or move up to 15lbs. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Direct reports

None

Approvals

Lead Pastor

Name: The Rev. Fritz Fowler

Human Resources Committee

Name: John Wittenbraker