Video Ministry
Scheduler

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 Scheduler is responsible for scheduling Video 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 Video Ministry Technician schedule for all Sunday and seasonal worship services at Trinity Evangelical Lutheran Church.
   a. Contact Video 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. Serve as the point of contact for scheduling a Video Ministry Technician to record special occasions such as weddings and funerals.
3. Serve as member of the Video Ministry leadership team.

Time Commitment:
- 2 hours per month
- 1-year commitment

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

Training: Initially the Video 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.