



Trinity Evangelical Church

Job Title: Worship & Production Director

Job Category: Ministry Staff

Pay Range: \$25.00–\$35.00 per hour, depending on experience, education, and qualifications

Position Type: Part Time- 20 hours/week

Reports To: Senior Pastor

Position Summary

The Worship & Production Director serves Trinity Evangelical Church by leading the worship ministry and overseeing all production, audio, video, lighting, and worship technology ministries. This individual works alongside the Senior Pastor to create worship gatherings that are biblically grounded, spiritually meaningful, and technically excellent while equipping volunteers to use their gifts in service to Christ and His Church.

The Worship & Production Director will support Trinity Evangelical Church's mission of presenting the Christian faith verbally, visibly, and vitally to the communities God has given us to influence through Worship, Fellowship, Discipleship, Ministry, and Evangelism.

Spiritual Expectations

The Worship & Production Director shall:

- Demonstrate a growing and vibrant relationship with Jesus Christ.
- Seek to live consistently with the Statement of Faith, Church Covenant, and biblical standards upheld by Trinity Evangelical Church.
- Pray regularly for the church, its members, leadership, ministries, and surrounding communities.
- Serve as a spiritual example through character, humility, integrity, and servant leadership.
- Support the vision, mission, and leadership of Trinity Evangelical Church.
- Participate regularly in worship services, church events, staff meetings, and retreats.

Worship Ministry Responsibilities

Worship Planning & Leadership

- Work closely with the Senior Pastor to plan and coordinate weekly worship services and special services.
- Lead the musical portion of worship gatherings.
- Develop worship sets that support the biblical themes and goals of each service.
- Lead all music ministries of the church.
- Identify, recruit, train, schedule, and develop worship team volunteers.
- Shepherd, encourage, and care for worship ministry volunteers.

- Work with youth and children's ministry leaders to cultivate worship opportunities for younger generations.
- Oversee maintenance and stewardship of church-owned musical instruments.
- Foster both musical and non-musical expressions of worship within the congregation.

Ministry Development

- Develop and oversee annual ministry goals for worship and production ministries.
- Create and manage ministry budgets in cooperation with church leadership.
- Build a healthy volunteer culture that develops future worship and production leaders.
- Encourage multigenerational participation within worship ministries.

Production & Technical Arts Responsibilities

Worship Production

- Function as producer for Sunday worship services and special events.
- Oversee all audio, video, lighting, livestream, presentation, and related technologies used in worship gatherings.
- Ensure excellence, consistency, and reliability in all production systems.
- Oversee worship technology ministries and volunteers.

Technical Oversight

- Serve as the primary contact for troubleshooting and management of audio, video, lighting, and presentation systems.
- Maintain, update, and steward all production hardware and software.
- Develop and maintain documentation, training materials, and standard operating procedures.
- Evaluate and recommend technological improvements that support the church's mission and ministry objectives.

Volunteer Team Leadership

- Recruit, train, schedule, and supervise volunteers serving in:
 - Audio
 - Video
 - Lighting
 - ProPresenter
 - Livestream
 - Worship Teams
- Create and maintain volunteer schedules utilizing the Planning Center Software and other ministry tools.

Administrative Responsibilities

- Attend staff meetings, ministry planning meetings, leadership retreats, and church-wide events as requested.
- Manage Planning Center and related ministry systems.

- Upload sermons and worship content to church media platforms, website, podcast channels, and other approved distribution channels.
- Assist in maintaining ministry records, schedules, and communication.
- Collaborate with church staff and ministry leaders to support church-wide initiatives.
- Participate in strategic planning and ministry development discussions.

Qualifications

Required

- Demonstrated and growing commitment to Jesus Christ.
- Agreement with Trinity Evangelical Church's Statement of Faith, Constitution, and ministry philosophy.
- Experience leading worship in a church setting.
- Strong vocal and instrumental abilities.
- Experience leading and developing volunteer teams.
- Knowledge of Christian worship music across multiple styles and generations.
- Working knowledge of audio, video, lighting, presentation software, livestreaming platforms, and worship technology systems.
- Strong organizational and interpersonal skills.
- Ability to work independently and collaboratively.
- Demonstrated integrity, professionalism, and servant leadership.

Preferred

- Bachelor's degree in Music, Worship Ministry, Audio Production, Communications, or a related field.
- Proficiency in reading music.
- Proficiency in operating digital mixing consoles (Allen & Heath), cable management skills, and audio equipment maintenance and troubleshooting.
- General understanding of AV signal flow.
- Dante certification is a plus.
- Experience with Planning Center, ProPresenter, livestreaming platforms, and digital media systems.
- Experience creating graphics, video content, photography, website content, or social media communications.

Measurements of Success

The Worship & Production Director will be evaluated by:

- Spiritual leadership and character.
- Effectiveness in leading worship gatherings.
- Development and retention of volunteers.
- Reliability and quality of production systems.
- Alignment with Trinity Evangelical Church's mission and values.
- Collaboration with staff, elders, and ministry leaders.
- Stewardship of ministry resources and budgets.

How to Apply

Interested candidates should submit the following:

- A cover letter or letter of interest describing your qualifications and interest in the position.
- A current résumé.

Please email application materials to **trinitynorthreading@gmail.com** with the subject line **Worship & Production Director**. Applications will be reviewed on a rolling basis until the position is filled.

Trinity Evangelical Church North Reading is committed to providing equal employment opportunities consistent with applicable federal and Massachusetts law. As a religious organization, we reserve the right to give preference in employment to individuals who support and further Trinity Evangelicals Vision, Mission, Statement of Faith and Bylaws, where permitted by law.