



SUMMARY

The Director of Sunday Operations will oversee the running of Trinity Kids, the Connections Team and Church Family Events. He will help teach the children, help equip and train volunteers and organize the Sunday operations of the church. The Director of Sunday Operations reports to the Senior Pastor.

CHARACTER

- a. Qualified to shepherd God's people (1 Timothy 3:1-7; Titus 1:5-9).
- b. Compelled by the mission of Trinity Bible Chapel (Matt 28:18-20; Matt 22:37-39).
- c. Committed to the 4 pillars of Trinity Bible Chapel (2 Tim 4:2; John 4:24; Eph 6:18-20).
- d. Conscious of the dangers of pride and the power of humility (1 Peter 5:5-6; Phil 2:5-11)
- e. Possesses a teachable spirit that is willing to be held accountable (1 Peter 5:5; Proverbs 13:18)

COMPETENCE

- a. Able to be a self-starter with drive, passion and initiative
- b. Able to work as a team player, to be flexible and adaptable as needed
- c. Organized and able to schedule workers effectively.
- d. Good communicator that can
 - train workers and communicate the vision of the ministries
 - share the gospel and the vision of Trinity Bible Chapel to new guests
- e. Having a good grasp of theology, able to analyze various curriculum for children's ministry

PRIMARY RESPONSIBILITIES

1. Oversee the Trinity Kids Ministry
 - Oversee the maintaining and growing of the volunteers and schedules for Trinity Kids.
 - Oversee the recruiting and training of volunteers
 - Oversee the administrative duties for the children's ministry to ensure that Sunday Service is ready to go.
 - Choose curriculum and submit to elders for approval.
 - Ensure that each Sunday is fully staffed for volunteers to run Trinity Kids safely and effectively from set up to clean up.
 - Serve regularly In Trinity Kids, learning the various positions and what is required
 - Encourage Volunteers on a regular basis
2. Oversee Connections Ministry
 - Oversee the training of leaders to run various teams: Ushers, Greeters, Welcome Centre, Parking
 - Oversee the recruiting and training of volunteers
 - Help develop and ensure that security plans are followed on Sunday mornings
 - Maintain and grow the volunteer schedule for all Sunday Operation positions (Greeters, Ushers, Welcome Centre, Parking)
 - Help follow up with new visitors the week after they visit.
 - Encourage Volunteers on a regular basis

Other Responsibilities

- Keep regular office hours (9-5, Tuesday-Friday) and let supervisor know reason if out of the office. Get approval for any variation of office hours.
- Be available to meet and pray with people on Sunday mornings and throughout the week.
- Participate in the life of Trinity Bible Chapel including participating in a Small Group and attend regular functions

- Organize and plan approved church family events. i.e. Church family picnic, Trinity Kids Camp, etc.
- Uphold Staff Lifestyle Statement and work in accordance with the staff manual.

This job description and title is subject to review and change at anytime at the discretion of the Senior Pastor.