

# CHRISTMAS PAGEANT ASST. DIRECTOR

## OVERVIEW

The Christmas Pageant Assistant Director supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by assisting the Christmas Pageant Director in creating a special Christmas Pageant for children aged 3-12 years old.

## RESPONSIBILITIES

- Consult with the pageant director and church staff in September to set dates, examine costumes for needed repairs, and form a communication plan.
- Determine volunteer needs for the event.
- Coordinate communication, promotion, and registration of the event with the ministry leader.
- Designate an approved and skilled photographer for the event, confirming how photos will be delivered for use in social media, etc.
- Prepare a digital event notebook to be used by next year's coordinator, and/or add information to the existing notebook.
- Assist director with 6th grade auditions and rehearsals in the weeks leading up to the pageant.
- Assist in setting out costumes for the rehearsal and pageant.
- Assist in making sure all children reading parts have microphones and are dressed in the appropriate costumes.
- Provide a calm, reassuring presence.
- Be confident in emergency response procedures and your role in them.
- Complete required safe church training and background check.

## RELATIONSHIPS

The events coordinator is served by Director of Children's & Family Ministries, who ensures the support needed to thrive in this role. This role supports the Christmas Pageant Director.

## TIME COMMITMENT

Six weeks (or more) of planning and preparation time. Christmas Pageant happens one Sunday morning annually.

## SKILLS AND INTERESTS

Administration, leadership, non-anxious presence, joy and excitement about the event

## RESOURCES AND TRAINING

Event notebook from previous events and orientation with the Dir. of CFM.

*Curious? Interested in this ministry?*

Contact Cate Jones, Director of Children's & Family Ministries at [cate.jones@stgeorgesnashville.org](mailto:cate.jones@stgeorgesnashville.org) or 615-385-2150 x 268.

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