

EVENT COORDINATOR

OVERVIEW

The Event Coordinator supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating special memory-maker moments throughout the year to engage the children and families in the life of the church.

RESPONSIBILITIES

- Consult with the appropriate staff before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.
- Determine the teams needed for the event (food, decor, production, activities, set-up/tear-down, etc.). Recruit team leads, forming a leadership team.
- Coordinate the efforts of the leadership team and help where necessary, ensuring each responsibility is assigned to a member of the team.
- Determine a target number of participants for the event, and work with the communications coordinator to develop a promotional process for reaching that target.
- Ensure the leadership team and designated staff are communicating to recruit the appropriate number of volunteers for each volunteer team.
- Access past plans, if available, to help the team plan the logistics. (For example: food, transportation, set-up, programming, decor, activities, etc.)
- Coordinate communication, promotion, and registration of the event with the ministry leader. Confirm processes for collecting money and processing registration responses.
- Designate an approved and skilled photographer for the event, confirming how photos will be uploaded and provided to a designated volunteer or staff member for use in social media and other forms of communication.
- As needed, arrange for personal contact of the group(s) the event is intended to serve to ensure the participation target number is reached. Arrange for event reminders to be sent.
- Prepare a digital event notebook to be used by next year's coordinator of this event, and/or add information to the existing notebook.
- Accomplish the event in a way that is consistent with the values of the church and the specific ministry, if appropriate, ensuring alignment to and helping advance the ministry's vision and goals.
- Plan for and execute any needed training.
- Be confident in emergency response procedures and your role in executing them, as well as your team leaders' roles.
- Confirm background checks are completed for all volunteers serving at the event.
- Complete required safe church training and background check.

RELATIONSHIPS

The event coordinator is served by Director of Children's & Family Ministries, who ensures the support needed to thrive in this role. This role provides leadership to the volunteer leadership team leading and supporting this event.

TIME COMMITMENT

Six weeks (or more) of planning and preparation time for one-day events

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 Director of Children's & Family Ministries.

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's & Family Ministries at cate.jones@stgeorgesnashville.org.