

# EVENT FLOWER & DÉCOR TEAM

## OVERVIEW

The Event Flower & Décor Team promotes the church's mission to "receive, live, and share the abundant life of Jesus Christ" by helping ensure that flowers and decorations are coordinated and arranged for events sponsored by the parish.

## RESPONSIBILITIES

- Ahead of events, help chairs plan and execute decorations and flowers, working within event budget.
- Assist event chairs with procuring flowers, linens, and other decorations as needed.
- Work with event chairs and staff to organize and store linens, vases, and other supplies to make decorating for events easier and more cost efficient.
- Proactively look for ways to help with event decorations, and take action as needed.
- Inform Facilities Manager and Sextons as needed regarding arrangements.

## RELATIONSHIPS

The Event Flower and Décor Team works with event chairs, staff fellowship leaders, parish administrator, and Sextons.

## TIME COMMITMENT

Varies with event; planning time and up to 2-3 hours day of event.

## SKILLS AND INTERESTS

Enjoys creating inviting events; some ability to arrange flowers helpful; creative; organized

## RESOURCES AND TRAINING

Notes from previous years, meeting with event chairs and Parish Life staff for planning.

*Curious? Interested in this ministry?*

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