

# SPECIAL EVENT CHAIR

## OVERVIEW

The Special Event Chair(s) support the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating special events that engage the entire church family or specific groups in the life of the church.

## RESPONSIBILITIES

The Special Event Chair(s) meet with the appropriate staff well before the event (typically 1 – 2 months prior, depending on the event).

- Determine needs for and invite volunteer committee members to help with event specifics, including food, décor, production, activities, set-up and clean-up. For large events, it may be helpful to organize volunteers on teams with appointed leaders. Submit committee names to parish life staff.
- Access past events notes if possible, to help plan the logistics of the event. The St. George's staff is a wealth of knowledge when it comes to events and communication. Meet with the Parish Administrative Officer concerning budget and other financial details as needed.
- Accomplish the event in a way that is consistent with the values of the church and vision of the clergy and staff as support.
- Coordinate communication, promotion, and registration of the event with the St. George's Communication Team, including a plan for any event reminders.
- Communicate closely and often with your committee volunteers and church staff to keep everyone in touch should last minute needs arise.

## RELATIONSHIPS

The Special Event Chair(s) work with the staff fellowship leaders and parish administrator. For the support needed to organize a special event. The chair also provides leadership to volunteers that have been recruited as committee members.

## TIME COMMITMENT

Varies with event; planning could take six weeks or more for large event; 3-5 hrs. day of event

## SKILLS AND INTERESTS

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

## RESOURCES AND TRAINING

Event notes from previous years, meeting with Parish Life staff for planning.

*Curious? Interested in this ministry?*

Contact Catherine Beemer, Director of Parish Giving, at [catherine.beemer@stgeorgesnashville.org](mailto:catherine.beemer@stgeorgesnashville.org) or 615-385-2150 x 244 or Robin Puryear, Director of Pastoral Care, at [robin.puryear@stgeorgesnashville.org](mailto:robin.puryear@stgeorgesnashville.org) or 615-385-2150 x 247.