

Special Events & Projects Coordinator

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

Special Events & Projects Coordinator is to execute projects for the church or to help any person within the staff that may need assistance in completing projects for the church.

Status: 40 Hours per week, hourly (M-F 9 AM to 5 PM)

Lines of Accountability: Student Ministries Pastor/Business Pastor

Ministry Responsibilities:

1. Special Projects

- Organize and manage people, resources and time to complete project assigned.
- Execute and coordinate assigned projects given by leadership.
- Provide administrative support for departments that request help: (Through Business Pastor)
 - Creating reports
 - Phone calls
 - Putting together packets or any paperwork that may be needed for events.
 - Creating spreadsheets.
- Keeping the database updated with:
 - Calendar of events
 - Personal records
 - Facilities reservations
 - Special events

2. Special Events

- Organize and manage people, resources and time for special events. Must have the ability to coordinate many details & execute the plans given by leadership.
- Is the main contact for any persons involved with an event.
- Make sure that all forms are completed and filed.
- Complete reservations within database.
- Collect any monies due for event (if applicable).
- Verify with Directors and Coordinators what is required of them for the event.
- Any other needs that may arise within an event.
- Events could include but are not limited to: Friend's Day, Baptism, Dinners, any occurring outside event, etc.

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)