



POSITION PROFILE: CHURCH EVENTS COORDINATOR

The Church Events Coordinator will serve Grace Community Church by coordinating and implementing the logistics for various church events in keeping with the vision and Guiding Principles of the church.

This position serves under the direction and authority of the Director of Congregational Care and the Director of Staff & Ministries.

Personal Qualities Needed

- Evidence of conversion and spiritual growth, Christlike character, a healthy practice of spiritual disciplines, and genuine love for God and others
- Integrity in life and work
- Organized and self-motivated
- A healthy church member of Grace Community Church

Skills Needed

- Notable hospitality, organizational and creative gifts, with experience serving large groups
- Equipped to mobilize and guide hospitality volunteers to participate in different aspects of preparation and serving
- Administrative, organizational, and management skills
- Team skills to work with church leadership, volunteers, and the congregation

Responsibilities

- Events
 - ◆ Design and implement churchwide and other designated events according to their purpose, Grace's culture and style, and budget. Plan and execute all logistics including theme, menu, needed supplies or equipment, decorations, and volunteers. Events may include, but are not limited to, the following:
 - Quarterly dessert fellowships following Member Info Meetings (January, April, July, & October)
 - Semi-annual churchwide events (e.g., fall and spring picnic or event)

- Special event hospitality (e.g., churchwide dinner, discipleship gathering or conference)
- Women's connecting event food/decoration logistics (2- 4 gatherings per year) – collaborating with women's ministry director/team

→ Weddings

- ◆ Represent the church office in the communication of and arranging of wedding logistics. Confirm wedding requests, communicate with families, carry out walk throughs, coordinate set up plans and staffing details, invoice for wedding fees, and liaison between the church and the family
- ◆ Serve as the facility coordinator, on-site during the wedding, or coordinate who will serve in this paid role
- ◆ This position is not the wedding ceremony coordinator

→ Funerals

- ◆ Coordinate and implement hospitality needs related to funerals, including facilities needs and refreshments/food for a visitation, reception, and/or a family meal

→ Work with the volunteer Hospitality Team to facilitate opportunities for service

→ Coordinate with other staff regarding needed supplies and equipment

→ All other duties as assigned