



## **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 Women's Ministry.

### **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

### **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:
    - Dessert fellowships following Member Info. Meetings (April & October)
    - Semi-annual churchwide events (e.g., fall and spring picnic or event)
    - Women's connecting event food/decoration logistics (2- 4 gatherings per year) – collaborating with the Director of Congregational Care and Women's Ministry
    - Special event hospitality (e.g., churchwide dinner, Girls Retreat, VBS Family Night, discipleship gathering, or Conference)

→ Weddings

- ◆ Communicate with the Director of Congregational Care when a wedding date has been confirmed. Represent the church office in the communication of and arranging of wedding logistics. Communicate with families, carry out walk-throughs, coordinate setup plans and staffing details, invoice for wedding fees, and act as a 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 as requested by the Director of Congregational Care.

→ Ongoing

- ◆ Recruit and coordinate with the volunteers to facilitate opportunities for service. Tidy up the kitchens as needed. (Put away food, dried dishes, tablecloths, water coolers, paper goods, etc).
- ◆ Coordinate with church staff regarding needed supplies and equipment for other events
- ◆ Wash hand towels in the kitchen and restock. Wash tablecloths and trash can covers after events and pack them back up.
- ◆ Check supplies regularly and order some paper goods (plates in multiple sizes, water cups, plastic silverware, baggies, foil/plastic wrap, napkins).
- ◆ Keep track of the inventory of disposable tablecloths and other decor items in the pantry. Order and organize as needed.

→ Seasonal Decoration

- ◆ Plan, purchase, and arrange flowers for Good Friday & Easter Sunday.
- ◆ Plan, purchase, and arrange Christmas decor before the first Sunday of Advent (Thanksgiving week).

→ All other duties as assigned