

Ministry Description: Event Coordinator [3] (Food Outreach/Community Outreach, In-house Events, Evangelism: Healing Hands)

Event Coordinators have at least completed LEAD 101, 201, and 301 (or their equivalent from OSM as pastoral leaders). Event Coordinators(EC's) are assigned specific areas of foci within City Church. They are responsible for ensuring the successful completion of events. The primary responsibility is building and maintaining strong team support (unique team members and working with existing units within City Church). EC's are expected to support the overall vision, mission, and purpose of City Church for All Nations.

QUALIFICATIONS

SPIRITUAL

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord; and show evidence of a mature faith.
- Must seek to be an example in his/her own family as spouse/parent (if applicable).
- Must maintain spiritual qualifications consistent with being a spiritual leader according to 1 Timothy 3 and Titus 1; must maintain Christian boundaries in relationships.
- Must support the vision, mission, ministry, statement of faith, and core values of City Church.
- Must demonstrate an attitude of service to the body of Christ, viewing this position as not only a job, but a ministry.
- Must be a member, a tither, and maintain regular attendance at City Church.

PROFESSIONAL

- Punctual and dependable.
- Good verbal and written communication skills.
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Ability to work efficiently, effectively and independently, as well as in team-based settings.

TECHNOLOGY

- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and ChurchTeams or Planning Center; or willingness to learn.

EXPECTATIONS

- Receive approval by Church Administrator and Senior Pastors to serve in this role.
- Cast the City Church vision to the volunteer teams.
- Be an active participant at City Church, serving on a team or in a life group/ bible study.
- Collaborate with other City Church ministries, when needed.
- Attend FTEM and turn in monthly report/checklist/accountability forms to your Area Administrator.
- Read and sign Covenant Agreement (and other contractual documents).
- Participate in evaluation process (including assessment of your role performance to determine renewal or termination, at end of term).

Ministry Description: Event Coordinator (con't):

RECORDS & BOOKKEEPING

- With the Administrator (or Exec. Rep.), oversees the purchasing process and maintains vendor relationships relevant for the smooth operation of the unit(s).
- Maintains a proper cash flow control to meet obligations.
- Turns in all receipts (labeled according to event) to Financial Administrator (JR Wyatt).

BUILDING AND FACILITIES

- Works with church secretary in coordinating the use of church facilities for meetings and activities (includes assurance that property will not be damaged and returned to original [if clean] condition).
- Maintains an inventory of equipment pertinent to your area (and stores properly) and a record of purchases of all major equipment.
- If necessary, seeks storage option for items used to facilitate event(s).

WEEKLY EXPECTATIONS

- Maintain communication (phone, email) with Executive Representative and Team Leader(s), primarily Monday through Friday.
- Attend FTEM and quarterly meetings.

WORKING RELATIONSHIPS / REPORTING

- Maintain healthy working relationships with other church staff, lay Elders, and ministry coworkers.
- Event Coordinators report to the Area Administrator or Exec. Rep.; in any instances of conflict with these leaders or other staff members, the Event Coordinator may appeal to the Pastoral Leaders over their area.