

Position Title: Coordinator of Events

Ministry Area: Connections and Events

Reporting to: Pastor of Experience and Operations

FLSA Status: Part-Time, Non-Exempt

Classification: Administrative

Ministry Purpose:

The Connections and Events Ministry serves as the first line of hospitality and engagement to anyone who attends or interacts with Fellowship Church. The Coordinator of Events will interact with staff, leaders, congregants, and members of our community in order to steward the physical space of Fellowship Church well.

Position Summary:

The Coordinator of Events will be responsible for scheduling, planning, and partnering with internal ministries and external partners to screen and execute events that support the mission of Fellowship Church. They will partner with multiple ministry areas in order to ensure excellence, timeliness, and proper stewardship of these events. The ideal candidate will possess strong organizational skills, a passion for ministry, and the ability to work collaboratively with church staff, volunteers, and community members.

Essential Duties and Responsibilities:Events and Scheduling

- Process, Manage, and Receive external and ministry-related event requests
- Coordinate with vendors, guest speakers, musicians, and other external partners as needed
- Ensure proper tracking and documentation of event expenses and resources
- Invoice for building rentals related to events, including tech and equipment fees
- Monitor invoices to ensure payment is received and properly handled in collaboration with Accounting
- Liaison with Ministry Assistants and Ministry leaders to ensure accuracy within e-Space
- Maintain e-Space with an aim to ensure all ministry and/or outside events are well coordinated and have the proper support they need
- Lead Fellowship's Yearly Planning process to ensure spaces are reserved in advance for ministry area needs

Hospitality and Supplies

- Help coordinate and execute wedding services and funeral services as necessary
- Manage church-wide purchasing and restocking for coffee, coffee supplies, and other hospitality needs
- Coordinate meals and other hospitality needs for monthly leadership events such as Elder Board meetings, Administrative Board meetings, etc.
- Assist with coordination, preparation, and decoration for all-church events such as Christmas Eve, Easter, etc. as well as other large ministry or all-staff events as they occur.

Partnerships and Collaborations

- Partner with the Facilities team to ensure appropriate facilities set up, including but not limited to room layout, technological needs, food services, and cleaning procedures.

- Partner with Connections team for various Sunday morning follow-ups including lost and found, restocking of supplies, etc.
- Partner with Ministry Leaders and Administrative Assistants to create strong trust, advocacy, and understanding of the “why” behind ministry events.

Qualifications:

All employees are expected to work and live in alignment with the Mission, Purpose, and Staff Values of Fellowship Church.

- Skilled in utilizing Microsoft Office for word-processing and spreadsheets, and proficient or willing to learn e-Space, Touchpoint, and other software programs utilized by Fellowship Church.
- A well-organized self-starter who plans efficiently, keeps job assignments well in hand, maintains control of the workload, attends to details, and is comfortable communicating with known and unknown people.
- The flexibility to adjust readily to unexpected changes, is resilient, and can reorganize work priorities when the situation calls on it.
- Clear, joyful, and proactive communication skills with a team-player mentality.

Physical Requirements (with or without accommodation):

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

This position description intends to represent the types of duties and responsibilities required of positions given this title. It shall not be construed as a declaration of the total of any particular position's specific duties and responsibilities.