

# Team Leader

## Event Planning Team

### Position Description:

Works in coordination with church staff & Event Team Members to plan, organize and oversee evangelistic events. Instrumental in ensuring the quality of events through attention to detail, organization & teamwork. Responsible for all major yearly events (Easter, Christmas, Friend Day, Fall Festival, etc.) and small monthly/quarterly events (Baptism, Child Dedication, etc.).

### Position Details:

- Position Type: Volunteer
- May Be Filled By: Church Member
- Minimum Maturity Level: Stable, Maturing Christian
- Spiritual Gifts: Administration – Helps/Service
- Best Personality Traits: Organized – Creative
- Length of Service Commitment: 1 Year Minimum
- Anticipated Time Commitments: Varies Depending on Events

### Essential Duties & Responsibilities:

- **Marketing, Communications & Reporting**
  - Maintain event registration.
  - Generate registration report on schedule and on-demand.
  - Create and maintain ongoing communications to staff, volunteers, vendors, attendees and guests with messaging such as invitations, reminders, logistics, contracts, etc.
  - Coordinate with Marketing & Promotions Team to develop materials for events to include print & electronic communications.
  - Coordinate with follow up team to ensure that invited guests have received follow up contact.
  - Create and maintain project specific budgets, including submission of invoices for payment, ensuring all vendors are paid for services rendered in a timely manner.
  - Provide regular reports to staff liaison that includes event logistics and budget updates.

- **Event Logistics**
  - Act as central point of communication for event vendors and liaise with contracted service providers.
  - Secure quotes, contracts and negotiate terms and service delivery required for event logistics.
  - Coordinate logistics with event vendors and service providers.
  - May arrange space, exhibits, banquets, receptions and other applicable activities.
  
- **Volunteer Coordination**
  - Work with other ministry leaders to involve various ministry teams in evangelistic events.
  - Recruit and schedule all volunteers to staff each event as required.
  - Maintain a list of team members' names and contact information.
  - Listen for complaints from within the team. Make every effort to maintain unity within the team.
  - Be a leader with whom the group is comfortable and trusts. Be a leader that leads with love and care rather than being a drill sergeant.
  
- **Event Research/Analysis**
  - Gather and present information via telephone or internet pertaining to site selection, venues, event vendors and speakers.
  - Deliver post event data and analysis reports.

### **Skill and Experience:**

- Ability to plan, develop and coordinate multiple projects.
- Strong organizational skills and detail oriented.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Word and other relevant computer software.
- Strong team player – able to ask for and provide support when required.
- Intuitive with a keen sense of awareness – can anticipate problems.
- Ability to coordinate and organize meetings.
- Knowledge of basic accounting principles.