

# **JOB DESCRIPTION**

## **Special Events Coordinator**

### **DEFINITION**

The Special Events Coordinator oversees the Happy Birthday Jesus Party, Children's Appreciation Dinner and the Easter Eggstravaganza and the Pumpkin Patch Party.

### **PURPOSE**

- A "come and see" event that provides a fun and safe environment for community outreach.
- Happy Birthday Jesus Party – Joyful Celebration of Jesus' Birth for Families – light supper.
- Children's Appreciation Dinner – Show appreciation to CM servants – elegant dinner with entertainment.
- Easter Eggs-travaganza - Allow families to celebrate Christ's resurrection and provide outreach.

### **RELATIONSHIPS**

- Recruited by the Director of Children's Ministries
- Responsible to the Director of Children's Ministries

### **TERM OF SERVICE**

One Year

### **SPECIFIC RESPONSIBILITIES**

1. Pray for the special events.
2. Serve on the CMLT.
3. Happy Birthday Jesus Party
  - Recruit volunteers (CM members or others) to help.
  - Oversee decorating of gym
  - Purchase paper products and decorations (communicate with Food Coordinator).
  - Work with Food Coordinator in serving food.
  - Oversee clean-up.
4. Children's Appreciation Dinner
  - Determine theme for the dinner.
  - Secure food service by the end of October.
  - Purchase decorations and any paper products.
  - Oversee decorating.
5. Easter Eggs-travaganza
  - Secure entertainment by the end of October.
  - Oversee decorating - communicate with leader of Art from the Heart about making decorations.
  - Set up sign-up table to attend and help.
  - Ensure sufficient helpers - may need to recruit (communicate with Middle School Pastor - 7<sup>th</sup> & 8<sup>th</sup> graders use this as a service project).
  - Count eggs and give number of each color to Director of Children's Ministries by March 1.
  - Oversee clean-up.
6. Write a report of each event summarizing expenses and procedures to be read at the next month's CMLT meeting.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Fully accept the FBCG and CM vision and mission statements.
4. Possess a love for children and a desire to see them grow spiritually.
5. Possess people management skills.
6. Meet the screening requirements.