

Title: Events Coordinator

Purpose: The Events Coordinator (EC) supervises nonmember events including Strobilus and all weddings. Upon request The EC may supervise and assist with member sponsored events.

Status: Part-time contract, paid by event applicant

Accountability: Accountable to the Fellowship Committee.

When the Office Manager receives a building use request, confirms the date and time requested are available, the application is forwarded to the Building Use Request Committee and the EC for approval.

Responsibilities of Event Coordinator:

- Contact applicant to confirm details of the event, make sure they have read the guidelines and policy.
- Arrange a time to meet and tour the facilities.
- Answer any questions about guidelines/policy, go over the Building Use Checklist and responsibilities of the user.
- Collect appropriate fees
- Work with custodian and office manager if needed
- Open building for nonmember events
- Close for nonmember events, make sure the checklist is completed and the building is left in "as found" condition
- Open, remain on site and close for all weddings
- If unable to attend an event, secure a replacement from substitute list held by the Office Manager and BURC
- Communicate as needed with the Fellowship Committee

Relationships: Consults with the Pastor on all weddings; works with Custodian and Office Manager when needed.

Updated 2/15/18

Qualifications:

- Should have a good understanding of the building use and wedding guidelines and policy.
- Should have a good working knowledge of the building layout, sound system, alarm system and emergency plans.
- Should demonstrate good communication skills and the ability to interact in a positive and confident manner with the general public and the church community.

Performance Evaluation: Although this position is a contract position and the coordinator is paid by the event applicant, a performance review will be done annually by the Fellowship Committee.