



## JOB DESCRIPTION

**Job Title:** Full-time Events Ministry Leader

**Department:** Operations

**Direct Manager:** Operations Director

- **Department Mission:**
  - We create excellent events that allow people to Know God, Find Freedom, Discover Purpose and Make a Difference through theChapel, both in the church and in the community.
  
- **Experience and Skills Required:**
  - Experience planning events and conferences of various levels of scale.
  - A keen eye for detail and excellence.
  - Creative and solutions-oriented.
  - Able to withstand extensive hours of physically demanding labor.
  - High level organizational skills.
  - Able to write and maintain effective systems.
  - Able to effectively communicate ideas and plans through a variety of mediums: Phone calls, text messages, emails and in-person.
  
- **Key Functions and Responsibilities:**
  - Plan and execute all internal and external events, including, but not limited to: baptism, communion, staff meetings, legacy events, team night, Easter, Mother's Day, Father's Day, At the Movies and Christmas
  - Create and lead events that provide an excellent experience for attendees and volunteers.
  - Build, lead, train and care for volunteer teams that serve the execution and implementation of all events.
  - Develop and improve systems that support consistent excellence.
  - Effectively communicate event vision and expectations.
  - Identify and develop volunteer leaders.
  - Maintain an inventory of central decor and event supplies.
  - Work in conjunction with the Communications department to bring awareness and generate excitement about upcoming events.
  - Ensure consistent evaluation of events as they occur to identify and implement improvements.
  - Provide input for cross-ministry events as requested, and support for such events as directed.
  - Support the execution of community and coaching events as an extension of the vision of theChapel.
  - Purchase, create and update church décor materials for events and push seasons as requested.
  
- **Other Attributes:**
  - Be available to assist in other aspects of ministry as requested.
  - Support theChapel vision through proactive participation in church activities, and your tithe.
  - Attitude of a servant, and enjoyable to be with.
  - Display a work ethic that is excellent, thorough and frugal with time and money.
  
- **Success Metrics:**

- Volunteer teams are growing and being developed in proportion to the number of events being held at theChapel and in the community.
- The culture of excellence is maintained in every event.
- Deadlines and agreed upon expectations are met.
- Events are planned with excellence to the scale and growth of our church, and executed according to the values and vision of theChapel.