Job Description

SERVICE & EVENT COORDINATOR

Job Summary: To function as the Service & Event Coordinator for RiverGate Church

Job Duties: A general outline of event coordinator duties is as follows:

Guest Speakers

1. Search the website, other churches, other ministries, conferences, etc. for guest speakers that carry revival and the fire and make a list to suggest to Pastor Linda weekly. Contact potential guest speakers for future services on a weekly basis until the calendar is full per PL.
2. Book guest speaker dates and organize their visit; (airfare, on ground transportation, host/hostess, services, product tables, etc.)
3. Add the event to the church calendar.
4. Submit paperwork for speaking engagement (W-9 or W-8, Speaker agreement (SI), honorarium check request, and thank you letter to the bookkeeper after the event is confirmed.
5. Coordinate all forms of advertising and communications related to the guest speaker meeting, including graphics working with the Associate Pastor for approvals.
6. Submit street sign advertisement suggestions for guest speakers to Pastor Linda pending events and communicate with the Communication Specialist.
7. Use Excel Task list to timely complete tasks

Special Events, i.e. RGC Day of Evangelism and Let's Have Fun.

1. Add the event to the calendar.
2. Request the Graphics Designer to provide a QR code, an online registration form and graphics for flyers and online publications.
3. Request room(s), tables and chairs with the Facilities Manager.
4. Procure needed supplies (food, beverages, cutlery, plates, etc.) from Sam's and other retailers.
5. Recruit volunteers for the event.
6. Collaborate with the Graphics Designer, Webmaster and Comm Specialist to advertise via e-mail Newsletters, social media, street sign, on-site registration and forms
7. Regularly communicate with the Associate Pastor concerning the event.
8. Process all receipts with bookkeeping as you receive them.
9. Coordinate Set up, clean up and storing supplies.

Transformed Living Ministries (Pastors Joel & Linda Budd)

1. Arrange and organize speaking engagements for TLM; (airfare, on ground transportation, host/hostess, services, product tables, etc.)

Regular RGC Service Duties

1. Bi-Weekly
    a. Request staff of Sam's purchase needs for church supplies and submit delivery via Sam's website every other week. Receive and distribute the order at the church.
2. Monthly
    a. Plan Ahead Visit (PAV)
        i. Maintain and submit a PAV volunteer schedule calendar via email to the team.
        ii. Recruit PAV volunteers.
        iii. Order more supplies for the Plan Ahead Visit boxes and oversee having them filled. (John & Kelly Hemby currently build the PAV boxes.).

b. Ushers
    i. Acquire an Usher team schedule calendar from the Head Usher and submit via email to the team.
    ii. Assist Head Usher with team scheduling
c. Greeters
    a. Maintain a calendar schedule and submit monthly to the team via e-mail.
    b. Recruit Greeters.

Other related duties

1. Study and know the Service & Event Coordinator manual.
2. Inform Pastor Linda of rental inquiries and send out requested pricing list.
3. Inform Pastor Linda of wedding inquiries and send out requested wedding application.
4. Assist Pastor Linda with the staff Christmas Party.
5. Prepare and set up Connect Group documents, displays, kiosk and coordinate tables with the Facility Manager for "Rush to Connect" Sundays and as needed.
6. Communicate daily with Pastor Linda via "Update" email by 3pm.
7. Plan, decorate, facilitate, and perform follow up duties for all events.

Working Relationships:

Responsible to:	Pastor Linda
Works closely with:	Other Pastors and professional staff of RGC

Gifts Required:

Service	Helps
Hospitality	Administration

Skills Required:

People and communication skills	Computer and typing skills
Able to proofread	Able to plan details for events
Organizational ability	Microsoft suite of applications

Time Required: Part-Time, 8 to 10 hours per week.

Comments: This hourly position requires wisdom, discernment, flexibility in changing situations, and the ability to manage multiple tasks.