



Building Sustainable Ministries . . . One Church at a Time

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MINISTRY DESCRIPTION

MAJOR EVENT COORDINATOR

Overview: The Major Event Coordinator helps the youth ministry build community by coordinating special memory-maker moments throughout the year that will engage youth in the life of the youth ministry.

Description and Responsibilities: *Many of these tasks will be assigned to other members of the team. The Major Event Coordinator's responsibility will be to coordinate their efforts and help where necessary.*

- The youth staff has been met with well before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.
- A target number of participants has been determined for the event, and work with the Communications Coordinator to develop a promotional process for reaching that target has taken place.
- The efforts of volunteers have been coordinated: Working with the youth ministry staff to recruit an appropriate number of team members to plan the event.
- Logistics: The Major Events Notebook has been used to help the team plan the logistics. (For example: food, transportation, set-up, pick up and drop off times and locations, and number of adult leaders needed, typically 1 for every 5 to 7 students).
- Registration: Forms have been mailed to all youth families and forms are available on the bulletin board. Any money, forms or verbal RSVPs required for the event have been collected.
- Photography: An adult has been designated as the photographer for the day, and the photographer will give pictures to the publicity point person of the youth committee after the event.
- Recruiting: Personal contact has been made with youth and parents to ensure that the participation target number is reached. Coordination with the Program Coordinator about collecting RSVP's has taken place. Mobilization of a phone calling team with a core group of kids who has already signed up for the event has happened.
- An event notebook has been prepared for use by the next year's coordinator of this event, or information has been added to the existing notebook.
- The event was executed in a way that is consistent with the values of the youth ministry and helps the youth ministry accomplish its mission and goals.

Team Composition (number): 1 per event required, but partnership with a team is usually a big plus.

Time Commitment: 1 day, plus about six weeks of planning time.

Special gifts and talents preferred: administration, joy, and excitement about the event.

Resources/Training Required: The youth ministry staff member will provide coaching and support, as well as a Major Event notebook to assist in the preparation.

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