overview

The major event coordinator helps the children’s ministry achieve its mission by coordinating special memory-making events that will joyfully engage children or their parents, invite them to experience the abundant life in Christ more fully, and connect them to each other, to the life of the church, and to the children’s ministry. The major event coordinator will develop and coordinate the work of a team of people who will work together to handle all the logistics of the event.

**Responsibilities**

* Meet with the children’s ministry staff well before the event (typically between three and twelve months prior, depending on the event) to develop an implementation plan.
* Agree on a targeted number of participants for the event.
* Work with the communications coordinator to develop a promotional process for engaging the targeted number of participants.
* Ensure that a clear process is in place for collecting RSVPs for the event.
* Coordinate the work of all volunteers for the event, working with the children’s ministry staff to recruit an appropriate number of team members to execute the event.
* Use the major event notebook template to ensure that all logistics are covered (e.g., food, transportation, set-up, pickup and drop-off times and locations, and number of adult leaders needed, typically one for every five to seven students).
* Coordinate a user-friendly registration process, distributing forms through the mail, online, and at children’s ministry programs.
* Oversee the collection of money, forms, or verbal RSVPs.
* Ensure that at least one adult has been designated as the photographer for the event and that the photographer gives pictures to the communications coordinator and to the children’s ministry staff after the event.
* Update an event notebook to be used by next year’s coordinator of this event.
* Makes sure the event is executed in a way that is consistent with the values of the children’s ministry and helps the children’s ministry accomplish its mission and goals.