

FIRST UNITED PRESBYTERIAN CHURCH CHILDREN'S MINISTRY MAJOR EVENT COORDINATOR MINISTRY DESCRIPTION



Objective: *You will help FUPC to glorify God through faithful service and nurturing fellowship by coordinating special memory-maker moments throughout the year.*

Result 1: Meet with Christian Education Committee well before the event (typically between three (3) and 12 months prior, depending on the event) to develop an implementation plan.

Result 2: A target number of participants has been determined for the event.

Result 3: The efforts of volunteers have been coordinated: Working with the Christian Education staff to recruit an appropriate number of team members to plan the event.

Result 4: Logistics: The team has planned the logistics. For example: food, transportation, set-up, pick up and drop off times and locations, and number of adult leaders needed, typically one (1) for every five (5) to seven (7) students.

Result 5: Registration: Forms have been provided to all children's families and are available at Church. Any money, forms, or verbal RSVPs required for the event have been collected.

Result 6: Photography: An adult has been designated as the photographer for the day and the photographer will forward pictures to Director of Christian Discipleship after the event.

Result 7: Recruiting: Personal contact has been made with children and parents to ensure that the participation target number is reached. Coordination with the PYC leaders about collecting RSVPs has taken place.

Result 8: A Major Event notebook has been prepared to be used by next year's coordinator of event(s) or information has been added to the existing Major Event notebook.

Result 9: The events were 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.

CHILDREN'S MINISTRY MAJOR EVENT COORDINATOR

MINISTRY DESCRIPTION

Team Composition (number): One (1) for the year.

Time Commitment: One (1) morning, one (1) evening, and one entire day plus about four (4) weeks of planning time.

Special Talents and Skills preferred: Arts/Crafts, Food Preparation, Setup/Tear Down.

Spiritual Gifts: Administration, Hospitality, Leadership, Mercy, Service/Helper.

Support and Accountability: Director of Christian Discipleship and Christian Education Committee.

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

Requirement: Active Member of FUPC for at least six (6) months; willingness to undergo a background check.

Thank you for considering this important ministry.