

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Events Coordinator**

Department: Administration

Approved by: Campus Pastor

ROLE

The events coordinator leads a team of people within the campus who lead and administrate the main events and outreaches of the campus. These events advance the mission of the church (to make disciples). They oversee the Events Team Members at their campus and maintain a high level of excellence in the presentation and execution of church events.

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Each event maintains a high level of excellence in presentation and execution and advances the church's mission.

RESPONSIBILITIES

- Submit to the vision and direction of the Campus Pastor
- Administrates each event at the campus (people serving, budgets, supplies, communication, set up/clean up, etc.)
- Recruit new Events Team Members
- Equip Events Team Members to lead and facilitate campus outreaches and events
- Provide training for all Events Team Members at least once a quarter

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Excellent people, leadership, time management, and follow-through skills
- Attends Leadership Connection and other training events
- Passion for administrating events and building teams

REPORTS TO

Campus Pastor with a dotted line to Events Director