

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

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Position Title:	Central Events Coordinator
Department:	Central Ministries
Campus:	Central
Date:	May 2021
Supervisor:	Executive and Regional Hub Pastor, Troy Campus
FSLA Status:	Exempt

Position Profile:

The Central Events Coordinator serves as a member of the Central staff and serves under the direction and leadership of the Executive and Regional Hub Pastor, Troy Campus. The Central Events Coordinator role exists to support the vision, mission, and purpose of Woodside Bible Church, through the oversight and support of multi-site engagement opportunities for men and women across Woodside and its campuses. This coordinator is tasked with creating innovative solutions to simultaneously deliver an amazing guest experience, while driving us towards our goals. Through the planning, execution, and evaluation of multi-site events and programming, the Events Coordinator works to provide effective on-ramps, engagement opportunities, and communication tools to support overall engagement across Woodside.

Skill Set:

- **Servant leader:** The servant leader is a servant first. They desire to serve and are fundamentally characterized as having a servant's heart. They possess strong leadership and organizational skills. They actively participate in living out the vision, mission and values of Woodside.
- **Strong communicator:** Able to communicate clearly and effectively to multiple teams, volunteers, and attendees. Has the ability to be thoughtful, engaging, and assertive in the midst of planning, execution, and team building required for events. *Personality:* A personable demeanor and engaging personality; outgoing, relational, friendly and positive.
- **High capacity:** Self-motivated; systematic; works well corporately and independently. Maintains teachable spirit and attitude. Able to manage projects and teams effectively and in a timely manner. Appreciates the need for flexibility within the ministry context for events and planning.
- **Tech proficient:** Ability to learn internal database and information systems to effectively manage event and programming processes, systems, and vitals as well as provide assistance, direction, and training to campus teams as needed.
- **Results driven:** Able to have a clear strategic focus and align with goals and objectives as outlined to the entire department and church.
- **Collaborative:** Strong ability to gather and learn the needs and objectives of the various groups and decision makers in order to deliver on the purpose of the event. Can recruit and train volunteers to participate as well as prompt inter-departmental participation.

Competencies:

- Written and Verbal Communication
- Critical Thinking
- Using Computers and Technology
- Building and Supporting Teams
- Accepting Responsibility
- Adaptability/Flexibility

- Demonstrating Initiative
- Following Policies
- Integrity/Ethics
- Interpersonal Skills
- Interacting with People at Different Levels
- Maintaining Work/Life Boundaries
- Managing Resources
- Problem Solving and Analysis
- Project Management
- Servant Leadership
- Teamwork

Experience Qualifications:

- Minimum of a Bachelor Degree or equivalent experience.
- Minimum of 3+ years of experience in project management, building ministry and volunteer teams (ideally of 50-100+)
- Highly organized with strong skills in administration, the ability to troubleshoot, create processes and systems with a strong eye for details
- Good character and reputation with a commitment to spiritual health
- Possesses a high level of spiritual maturity. Must be committed to Woodside's philosophy of ministry and mission helping people Belong to Christ, Grow in Christ and Reach the world for Christ

Duties and Responsibilities:

- **Planning & Execution of Core Ministry Events**
 - Oversees adult ministry enrichment events, activities, budgeting and promoting - seeking to accomplish the church's mission of "Belong, Grow and Reach"
 - In collaboration with the Central Ministries Team and Woodside Leadership, determine calendar of events for each fiscal year (and beyond) in accordance with agreed upon adult rhythms (bi-annual multi-site men's, women's, and marriage engagement opportunities)
 - Responsible for the communication to campus leaders regarding multi-site events and programming
 - Organize and facilitate the procurement of event speakers and be responsible for all necessary contracting, riders, and arrangements
 - Communicate and facilitate with internal and external venues, vendors, and teams for event preparation, contracting, and follow-through
 - Coordinate multi-campus event teams to assist in preparation and execution of events; set/plan/facilitate team meetings, consistent communication, appropriate delegation of tasks
 - Along with campus teams, ensure the recruitment, equipping, and appreciation of volunteer teams fitting to each event and its respective needs (often teams of 50+)
 - Be present on location for the coordination and execution of events and ensure all items for set-up, volunteers teams, registrations, food provisions, and programming are covered and accounted for
- **Planning and Execution of Strategic Ministry Events**
 - Coordinate every aspect of producing events, from pre-planning stages to post-analysis
 - Develop and manage execution of event project plan and strategy brief for critical activities and communications
 - Act as main point of contact for Woodside staff and third-party vendors; coordinate volunteers
 - Work cross-functionally with multiple teams including Janitorial, Audio Visual, and Food and Beverage to create an exceptional guest experience; coordinate with Communications personnel to effectively publicize and market all events
 - Manage overall event budget and associated spending

- Initiate and manage relationships with strategic partners including partner organizations, speakers, and other stakeholders
- Handle contracts, negotiations, deposits, and final payments including reconciliations of events
- Perform all aspects of day-of, on-site event coordination
- Exercise independent judgment in resolving variances, questions, concerns, and conflicts during events
- Generate sales revenue from events in alignment with revenue targets
- Post-event, lead follow-up activities including donor acknowledgements, event surveys, engagement reports, and budget analysis
- Contribute to the overall development of policies, procedures, and guidelines to build a successful events program; provide constructive modifications or suggestions for improvements in methods, techniques, offered services, and procedures to improve future events

➤ **Oversight & Evaluation**

- Maintain vitals in accordance with campus/central framework
- Ensures that the DNA and values of the department are healthily reproduced on a multi-campus level
- Provide full evaluations of multi-site events (budget, SWOT, recommendations) to leadership
- Research best practices for on-ramps, assimilation, and ministry engagement connected to multi-site events
- Responsible for ensuring that campus branding and adult ministry terminology remains consistent across Woodside campuses

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Disclaimers:

- Has availability to work occasional evenings, weekends, and unique hours due to the nature and timing of multi-site adults events (retreats, conferences, campus team meetings, etc.)
- Participate in other church-wide/Woodside Adult functions, events and meetings
- Other duties as required may be added or changed. This job description does not constitute a contract for employment

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

