

# Christmas Village Experience Event Coordinator: Job Description

**Position:** Event Coordinator for Christmas Marquee Event for All Peoples Church December 2021

**Classification:** Part-time, hourly

**Reports to:** Head Administrator, Audrey Kelley

**Wage:** \$14/hour

5-10 Hours a week; Week of Event Hours will be more than 15 Hours

Week of Event Hours will shift and be managed alongside Head Admin

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## ROLE VISION

During our Christmas Village experience, we will provide a festive and celebratory environment for all ages. The All Peoples Church Family and Guests will be able to celebrate the birth of Jesus through a 30 minute service (message and worship) along with other engaging activities.

This event coordinator will oversee the coordination of the various teams to facilitate and create a hospitable environment for the All Peoples Church Family to celebrate Christmas during this special weekend.

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## RESPONSIBILITIES

- Christmas Decor
  - Confirm vision for Christmas Decor with Executive Pastor
  - Work with admin team to purchase all necessary items
  - Manage installment of all Christmas decorations (work alongside the Head Admin, Volunteer Pastor and Deacon Pastors)
- Vendors
  - Manage relationships with vendors and rental companies
  - Examples: reindeer petting zoo, hot beverage stand
- Volunteers
  - Confirm and organize activity booths
  - Oversee space management (location of booths)
  - Manage relationships with volunteers (work alongside the Volunteer Pastor)
  - Examples: craft area for children
- Coordinator the “Outside of the House” with the “Inside of the House Team” (“inside of the house” refers to the production/worship side of the event)
  - Oversee and confirm the time stamps with the Exec Production Admin and Worship Pastor
- Manage Communications Needs and Requests for Event
  - Work with Communications Director to promote the event
  - Share communications needs with the Comms Director
    - Ie: Sign order, printed material

- Registration
    - Manage Registration Platform
    - Recruit and manage volunteer team for Registration/Check-In for Guests (work alongside the Volunteer Pastor)
    - Execute the check-in process where it is a smooth and hospitable experience
  - Post-Event Clean Up
    - After the event, this person will be responsible to for the debrief process (send post-event survey, facilitate processing meeting, etc).
    - Remove all Christmas decor and place in storage or sell online (may recruit and manage volunteers)
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## **PROJECTED EVENT SCHEDULE**

Note this is subject to change.

- Sat, Dec 18 – official hours for guests 6-9:30PM
    - 6:30PM 30 min service
    - 7:30PM 30 min service
    - 8:30PM 30 min service
  - Sun, Dec 19 – official hours for guests 9AM-12:30PM
    - 9:30AM 30 min service
    - 10:30AM 30 min service
    - 11:30 AM 30 min service
  - Fri, Dec 24 – present to coordinate candlelight service
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## **TYPICAL WORK SCHEDULE**

- As this is an hourly part-time position, you will work with the Head Administrator to determine work schedule. General advice is to do administrative work Monday to Friday. Please note that most staff members do not work on Friday.
  - Tuesdays: Staff Meeting 10-11:30AM (if possible)
  - Attend Planning Meetings for Events: This will be a weekly team meeting. It will most likely take place on Thursdays.
  - Weekly: Direct 1x1 with Head Administrator
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## **WORK STATION**

- Remote Work Station
  - Counseling Office is an available shared space at the Church Offices. There is also a shared workspace office available.
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## **SUCCESS FACTORS**

*Success factors are areas of gifting or character that are critical for achievement in this role.*

- Enjoys administration and planning
- Responsiveness to communication
- Clarity and warmth in written and verbal communication
- Planning ahead, looking at the calendar
- Enjoys hospitality
- Joyful attitude, willingness to be flexible and work together as a team
- Lives out Relational DNA: Hard work, Honesty and Vulnerability, Honor, Healthy Conflict, Hospitable and Warmth
- Lives above reproach; chooses to walk in purity according to Biblical standards
- Aims for excellence and integrity in all areas of your personal, spiritual, and work life