



# CHURCH CREEK PRESBYTERIAN

Faith comes from hearing, and hearing through the word of Christ

**Job Title: Event & Children's Ministry Coordinator**

**Location: Church Creek Presbyterian Church**

**Hours: 25-30 hours per week**

**Reports to the Senior Pastor & the Session of CCP**

Church Creek Presbyterian Church (PCA) is seeking an Event & Children's Ministry Coordinator to work on staff at CCP. This person will be responsible for overseeing a variety of tasks related to regularly scheduled church-wide fellowship meals, CCP-hosted Presbytery meetings, youth events, officer retreats, and other church-sponsored events. The event coordinator will assist the Senior Pastor, Assistant Pastor, and Church Administrator as they plan for CCP events that occur throughout the year. The coordinator will be responsible for building volunteer teams and delegating responsibilities to volunteers or existing ministry teams. This position will also involve oversight of CCP's children's ministry. This will include ordering curriculum, scheduling volunteers, training teachers, assessing policies and procedures, and ensuring that our children are nurtured in Sunday School, worship services, and other events in which childcare is needed. It will involve oversight of the nursery (i.e., scheduling, training, development, and enforcing policies). This is a 25-30 hour a week position. It will include approved vacation time and leave of absence.

## Key Responsibilities

- **Church-Wide Fellowship Meals** – Church Creek is committed to having fellowship meals on the church property at various times throughout the year. These events include the Vision Banquet (on the second or third Sunday of every January) and occasional churchwide lunches at other times of the year. Currently, many of these meals are catered. Occasionally, CCP hosts a grill-out on the church property or an ice cream social. The pastor will work with the event coordinator to determine the best time and details for these meals. The event coordinator will work with our officers and ministry teams to plan and execute these events, as well as any potential additional mid-week church-wide events.
- **Nursery and Children's Ministry** – The event coordinator will oversee our nursery and children's ministry, both for Sunday mornings and for other family-focused events. He or she will be responsible for building a team of volunteers, for developing policies and procedures for these ministries, for scheduling childcare, and for communicating with parents. The event coordinator will work with the pastors and the session to implement Sunday School curriculum for the children's ministry.
- **Presbytery** – Whenever CCP hosts a quarterly Presbytery meeting (never more than once a year and often only once every two or three years), the event coordinator will be responsible for coordinating and overseeing a host team to greet those attending, a team of volunteers for the coffee/refreshment table, and a lunch for the Presbyters. This lunch can be catered by an outside catering company.



# CHURCH CREEK PRESBYTERIAN

Faith comes from hearing, and hearing through the word of Christ

- **CCP Hosted Conferences** – The event coordinator will be responsible for working with the pastors, administrator, and other pertinent staff members to help oversee and execute conferences hosted on the church property. At present, the event coordinator will only be required to help with the logistics for one church-wide conference per year. The event coordinator will also schedule logistics for transportation, lodging, and any other travel arrangements for conference speakers.
- **Memorial Services** – The event coordinator may assist the pastors in carrying out a memorial service for a member of the church. The event coordinator will work with the church administrator to get all pertinent information needed for the service (per the memorial service application form). Additionally, the event coordinator will help oversee any approved receptions involving refreshments after memorial services.
- **New Members/Inquirers Classes** – The event coordinator will be responsible for ensuring that the New Members/Inquirers classes have coffee and refreshments. Additionally, the coordinator will work with the church administrator to coordinate registration and communication for the class.
- **Officers Retreat and Staff Christmas Party** – The event coordinator will assist in the planning and coordinating of any officer or staff events, including the Officers' Retreat and the Officer/Staff Christmas Party. These duties include meal planning, setting up lodging (for the retreat), planning activities, and overseeing communication.
- **Smaller Ministry-Specific Events** – The event coordinator is responsible for working with the pastors and staff on smaller ministry-specific events (e.g., small group launch cookout, Service Saturday training breakfast, men's fellowship meals, etc.) which require meal planning, logistical coordination, and communication when his or her involvement is deemed necessary.
- **Social Media Integration** - The event coordinator will ensure that our social media accounts are kept updated with event announcements and other pertinent resources. The coordinator will work with staff, officers, and volunteers to coordinate posts as needed.

## Necessary Skills

- **Analytical Skills** – The event coordinator should be able to assess the personalities of individuals in the church, together with identifying gift sets, so as to put together teams of volunteers who will work efficiently and harmoniously. Additionally, the event coordinator needs to be able to analyze scheduling dynamics, event details, and financial considerations.



# CHURCH CREEK PRESBYTERIAN

Faith comes from hearing, and hearing through the word of Christ

- **Communication Skills** – The individual must be able to interact with individuals in such a way as to encourage service, provide clear direction, and lead in decision making. The event coordinator should take initiative in recruiting volunteers to assist in carrying out events in the life of the church. He or she should communicate clearly and often with leadership and the congregation.
- **Digital Skills** – The individual must be able to learn and work regularly with Microsoft Word, Excel, the Google Suite, group emails, Planning Center, Church Plant Media website, and other digital tools. This position necessitates the use of these tools for coordination and communication.
- **Christian Character** – The individual should be characterized by humility, love for Christ and his people, patience and gentleness, integrity, and diligence to perform his or her duties as an act of service to Christ and to the church. He or she should work well with others and should be willing to submit to the leadership of the church. This person should be committed to the doctrinal system set out in the Westminster Confession of Faith, together with the Larger and Shorter Catechism.

## Commitment

25-30 hours a week. This includes planning, communicating, and overseeing the implementation of events in the life of the church, scheduling and overseeing nursery volunteers and protocols, and carrying out the oversight of children's ministry. The Event/Children's Ministry Coordinator will be expected to attend Sunday school, Sunday worship, weekly staff meetings—together with the other full time staff members. This will require the coordinator to be present on the church property on a regular basis. The individual filling this role would need to provide training to volunteers on the church property as well. This will give the event coordinator the opportunity to work in a group with others who are engaged in overseeing a variety of church ministries and forthcoming events. This will also help the Event Coordinator better assess needs and devise the best ways of implementing clear plans. There would be some flexibility with regard to work days and hours. Some planning work may be done out of the office. Work arrangements would need to be approved by the senior pastor prior to beginning the work.

## Compensation

Compensation TBD by the session.

## To Apply

Please submit a resume, a cover letter explaining your interest in the role and how your skills align with the position, and two references (one professional and one personal) to [HR@church-creek.org](mailto:HR@church-creek.org).