

## **MAJOR EVENT COORDINATOR**

**Objective:** To oversee the building of a volunteer team and the completion of all details related to a specific major youth ministry event.

- Meet with the Youth Program Coordinator and the Youth Ministry Leadership Team's major events coordinator well before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.
- Recruit key volunteers needed for the event.
  - Ordinarily, ensure that there is a ratio of 1 adult to every five youth involved in a youth sponsored event.
  - **Publicity:** Print up flyers 6 weeks before the event, giving a copy to the Youth Program Coordinator and to the Youth Ministry Leadership Team's communications point person. Four weeks prior to the event, make sure that flyers are in appropriate Sunday School classes, posted on the bulletin board, and placed on tables near the entrance to the sanctuary, chapel, and receptionist's desk. Contact the youth staff two weeks prior to the event to ensure that an announcement about the event is included in the Sunday service leaflet. Two weeks prior to the event, prepare a reminder card for the youth staff to mail.
  - **Logistics:** Food, transportation, pick up and drop off times and locations, contact person for the event with a distributed cell phone number.
  - **Registration:** Ensure forms are mailed to all youth families and forms are available on the bulletin board. Collect any money or forms required for the event.
  - **Photography:** Designate an adult as the photographer for the day, and have the photographer give pictures to the publicity point person of the youth committee after the event.
  - **Recruiting:** Make personal contact with youth and parents to ensure that the participation target is reached. Coordinate with the youth staff about collecting RSVP's. Mobilize a phone calling team with a core group of kids who have already signed up for the event.
  - Take attendance and turn in attendance information to the youth staff.
- Oversee the work of other volunteers in handling the publicity, food, decorations, program, logistics (transportation, set up, clean up, etc.) and technical needs for the event.
- Partner with and mentor at least one youth who will serve as a part of the leadership team for this event.
- Prepare an event notebook to be used by the next year's coordinator of this event, or add to the existing notebook.
- Execute the event in a way that is consistent with the values of the youth ministry and helps the youth ministry accomplish its mission and goals.
- Determine a target number of participants for the event, and develop a promotional process for reaching that target.