



Building Sustainable Youth Ministries...One Church at a Time

www.YMArchitects.com

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SAMPLE

JOB DESCRIPTION: MAJOR EVENTS POINT PERSON AND MAJOR EVENTS COORDINATOR

© YOUTH MINISTRY ARCHITECTS

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

- Serve as the liaison between the Youth Committee and the volunteers coordinating the major events sponsored by the youth ministry.
- In consultation with the youth staff, recruit and train a major event coordinator** for each major event (e.g., September Kick-off, Parenting Seminar, Pancake supper, retreats, etc.) sponsored by the youth ministry (ordinarily at least 3 months before that event takes place).
- Mail each major event coordinator a copy of the major events coordinator job description below.
- Work with major event chairs in the creation of Event Notebooks after each event to assist the next year's major event coordinators in their planning.
- Recruit and encourage a point person to coordinate each of the youth group fun/fellowship events.
- Attend monthly Youth Committee meetings, and report progress and concerns to that group.
- In consultation with the Goal Implementation Chairs, work to ensure that all the 1-year benchmarks related to major events have been achieved by December, 2008.
- In consultation with the youth staff, develop timely, creative solutions to challenges that might arise related to Major Events.

Youth Ministry Architects exists to:

- *design sustainable, deep-impact youth ministries, one church at a time,*
- *build the competence, joy, and longevity of professional youth workers, and*
- *construct bridges to the best youth ministry resources available today.*

****Major Event Coordinator (including 1 time fellowship events)**

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 staff and the Youth Committee's major event chair 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 staff and to the Youth Committee publicity 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, receptionist's desk and in the Great Hall. Contact [REDACTED] 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 name of person 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 [REDACTED] 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 even, and develop a promotional process for reaching that target.

For more information on Youth Ministry Architects please visit our website at www.ymarchitects.com or email info@ymarchitects.com.

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