

EVENT STAFF _ PLANNING ASSISTANT

Event planning assistants are responsible for providing assistance to the event planner as needed for activities that promote fun, fellowship, spiritual development and ministry involvement among teens.

Accountable To	Event Planner
Ministry Target	High School Students (9 th – 12 th Grade)
Position May Be Filled By	Approved youth worker per policy At least 14 years of age
Spiritual Gifts	Service
Passion For	Providing leadership support and making a positive difference in the lives of teens
Length of Service Commitment	6 months minimum

ANTICIPATED TIME COMMITMENTS

- **Participating in meetings/preparing for events:** 1-4 hours a month

RESPONSIBILITIES/DUTIES

- Participate in and assist with planning activities for teens—as directed from the event planner. This could be helping plan:
 - Our activities—fun and fellowship for teens who are regularly involved in our youth program;
 - Outreach activities—fun activities for reaching out to unsaved or unchurched teens, building relationships and presenting the gospel;
 - Others activities—ministry opportunities for teens to use their spiritual gifts and talents in Christian service.