

EVENT PLANNER

Event planners are responsible for planning and coordinating activities for teens to promote fun, fellowship, spiritual development and ministry involvement as directed by the Director of Student Ministries. Event planners can decline planning individual events as needed.

Accountable To	Director of Student Ministries
Ministry Target	Middle School Students (6 th – 8 th Grade)
Position May Be Filled By	Approved youth worker per policy
Spiritual Gifts	Pastor/shepherd • Administration • Teaching
Passion For	Organizing activities and promoting a sense of unity and fellowship among teens
Length of Service Commitment	One minimum

ANTICIPATED TIME COMMITMENTS

- **Participating in meetings/preparing for ministry:** 4-8 hour a month

RESPONSIBILITIES/DUTIES

- Plan special activities for teens as directed. The types of activities could vary from:
 - 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.
- Recruit volunteers to become youth activities assistants to help oversee and carry out weekly activities; rotate volunteers to serve every other week, once a month or with specific types of activities.
- Meet with youth activities assistants once a month to review the upcoming activities.
- Work with Director of Student Ministries to develop/provide travel activities permission slips for parents to complete and sign, containing emergency information; keep these on file and take copies with the group when traveling. Check with church's insurance company regarding a proper liability release statement.
- Pray for guidance and direction and for great spiritual results from the activities.