

# 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.

<b>Accountable To</b>	Event Planner
<b>Ministry Target</b>	Middle School Students (6 <sup>th</sup> – 8 <sup>th</sup> Grade)
<b>Position May Be Filled By</b>	Approved youth worker per policy At least 16 years of age
<b>Spiritual Gifts</b>	Service
<b>Passion For</b>	Providing leadership support and making a positive difference in the lives of teens
<b>Length of Service Commitment</b>	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.