



Event Planner

Position Purpose:

The part-time Event Planner (EP) is responsible for multiple facets of coordinating and planning on-campus events. An “event” is defined as a planned occasion that involves food, beverages, and the need to create a particular ambiance. In addition, the incumbent is responsible for working with the Kitchen Coordinator (KC) to maintain supplies and oversight of kitchen management; recruiting teams of volunteers for large church events and Women’s Ministry (WM) events; and for highlighting the WM on various social media platforms.

This 29-hour per week position reports to the Director of Women’s Ministry (DWM) and is eligible for vacation and holiday pay according to Christ Covenant Church’s (CCC) PT benefits schedule. The job responsibilities for this role require a combination of in-person and offsite work. Onsite hours are anticipated to include a set weekly schedule of 5 hours per day from Monday – Thursday (fixed hours to be coordinated with the WM Administrator). The remaining 9 hours per week may be worked as a combination of on and off-site work while ensuring coverage for events and activities during the week and weekend.

Position Summary:

- Administrative responsibilities for planning and logistics of church and WM events
- Kitchen oversight and coordination
- Event and menu planning
- Volunteer recruitment and organization
- Social media coordinator

Personal Commitments:

- Committed to Jesus Christ as personal Savior and Lord
- Committed to the doctrines of the Reformed faith and the Presbyterian system of church government
- A communing member, or in the process of becoming a communing member, of CCC
- Displays the spiritual gifts of leadership, wisdom, and shepherding

Reporting Relationships:

This position reports primarily to the Director of Women’s Ministry (DWM) and as needed to the Director of Operations.

Required Skills/Abilities:

- Hospitable
- Self-controlled, respectable, and friendly demeanor
- Effective communicator
- Excellent people skills
- Highly organized and detail-oriented
- Wisdom and willingness to delegate tasks and responsibilities, as necessary, in order to most effectively utilize time and gifts and to allow volunteers to participate in the ministry
- Ability to work independently and be a supportive team player

- Ability to get things done without sacrificing human relationships
- Love for the church

Supporting Experience:

- Previous experience planning functions and events
- Working knowledge of the Community Learning Center (CLC) kitchen preferred
- Experience recruiting and managing volunteer teams
- Experience creating social media content and working knowledge of social media platforms

Education/Training:

Undergraduate degree in any discipline preferred

Basic Roles/Expectations:

Administrative

- Maintain a fixed onsite work schedule of 20 hours per week between Monday – Thursday (5 hours per day to be coordinated with the WM Administrator). During office hours, serve as a welcoming presence to greet visitors and answer phones while assisting with the coordination of hospitality and WM. The remaining 9 hours per week may be worked as a combination of on and off-site work while ensuring coverage for events and activities during the week and weekend.
- Work with the Kitchen Coordinator (KC) and Operations Dept to plan/schedule kitchen use
- Ensure 1099s for paid staff (ex. Wedding Reception Coordinators) are completed and sent to Finance
- Manage orders on the WM Amazon account
- Coordinate Sign Up Genius' (SUG) for events and manage meal sign-ups
- Maintain inventory of hospitality supplies at WM office (tablecloths, napkins, cups, plates and utensils)
- Place food orders for events and/or coordinate restaurant reservations as needed
- Attend bi-monthly meeting with WMD to think proactively about upcoming events; weekly operations planning meetings; Senior Staff calendar planning meetings; all WM events; WM staff meetings; and Staff Prayer as able

Kitchen Responsibilities

- Meet with KC weekly to manage and re-order hospitality inventory and supplies (foil, parchment, saran wrap, gloves, tea, sugar, beverage napkins, cups, lids, paper goods, food items, foil pans/lids, sterno, utensils, ziplocs)
- In conjunction with the KC, coordinate scheduling and maintenance of the kitchen with the Operations Dept by inputting service and repair request in FMX
- Maintain awareness of when the kitchen is already reserved and by whom, and help groups determine which kitchen space (large kitchen vs pantries) is best utilized based on an event
- Maintain and update the kitchen training manual
- Manage frozen meal inventory and restock as needed
- Oversee Cooking for a Cause
- Maintain working knowledge of CCC facilities, and thorough knowledge of kitchen equipment, policies and manuals
- Order/shop for food for funerals and other hospitality/WM events
- Manage rental, billing, and laundry service for linens including:
 - Facilitation of requests for tablecloths
 - Vendor coordination and inspection (currently 2U Laundry) for pickup, cleaning, and re-delivery of linens
 - Receive invoices and forward to Finance Dept for payment

- Coordinate usage billing through Finance Dept
- Maintain inventory of hospitality equipment available to be borrowed or rented
- Keep pantries well stocked with necessary items
- Manage hospitality inventory in Worship Center hospitality closet

Event Planning

- Coordinate with church staff and members to assist in planning on-campus events
 - Meet with the event Host/Hostess/Sponsor to confirm details of the event in writing
 - Assist with designing space for events
 - Use creativity when creating signage, centerpieces, serving table organization, and décor
 - Manage equipment and identify placement of speaker/musicians
 - Select and reserve linens and tableware in conjunction with the KC; set out items prior to event
- Assist with menu planning by proposing catering options best suited for the event purpose and budget
 - Explain food service options including outside catering services, in-house catering, or food prep by volunteers
 - Build relationships with outside caterers who service the Matthews area; maintain a file of catering menus
 - Work with the KC to determine and finalize catering needs for events
- Identify the number of volunteers needed to staff an event and recruit volunteers
- Plan and facilitate significant events that impact the wider church body.
 - These may include, but are not limited to: Churchwide meals (Spring Lunch), Senior Staff receptions, conferences and concerts, large church family celebrations and milestone, Summer Staff picnic, Presbytery meetings hosted at CCC's campus, and Leadership Weekends
 - Manage the set/clean up, coordinate food, decorate, and assist with volunteer staffing
- Coordinate facility set up needs with the Operations Dept
- Coordinate WM retreats and conferences
- Create and send invoices for equipment, food, and beverage billing post-event

Hospitality Volunteers

- Recruit and facilitate a team of key volunteers who are gifted in various areas of hospitality
- Meet with the hospitality volunteer team to plan events, prepare food for large groups, and serve meals
- Recruit volunteers to help with churchwide hospitality events
- Maintain database of volunteers who are able/willing to help with set up, clean up, serving, cooking, meal prep, funerals, decorating, photography etc.

Bereavement Receptions

- Recruit and train volunteers to serve on the Bereavement reception team
- Coordinate with the KC to host receptions, as needed, after on-campus funerals
 - Maintain menu options for cookie and meal receptions
 - Order/shop for supplies and food
 - Communicate with bereavement team and pastors regarding funeral details
 - Be present at funeral receptions when necessary

Wedding Reception Coordinators

- Recruit and train members to serve as Wedding Reception Coordinators (WRC)
- Ensure payments are made to WRC who work at an on-campus wedding receptions
- Maintain and update WRC policies and handbook
- Train WRC according to the policies and handbook

Social Media

- Develop content and build/maintain social media platforms for WM
- Work with Communications Dept, DWM, ADWM, and WM staff to develop communication materials for events

Physical Abilities:

- Position involves light to medium walking, standing, stooping, carrying, and lifting of lightweight materials (under 25 pounds)
- Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination
- Requires speaking and hearing abilities which are sufficient to hear over phone, speak publicly, and carry on routine conversations

To Apply:

Please visit <https://christcovenant.org/about-us/employment/>, complete an application, and email your application and resume to humanresources@christcovenant.org.