



Position Description

Special Events Coordinator

Reports to: Senior Pastor

Where events may be held outside of regular business hours, workdays are determined by mutual agreement with the Senior Pastor and the Special Events Coordinator.

This position includes **voluntary** commitments consistent with that expected of an engaged member of ***Gateway Cathedral Church of God in Christ.***

POSITION IN CONTEXT

Gateway Cathedral is a vibrant, multi-generational Christian community that has a dynamic calendar of annual events and special initiatives. The Events Coordinator has the exciting opportunity to outwork the vision of Gateway Cathedral and provide a tangible expression of our values towards people. Each event is expertly organized, executed to a high standard of intentionality and excellence and will be efficient with our resources.

PRIMARY PURPOSE

The position is primarily responsible to lead, organize and coordinate special initiatives and larger events of Gateway Cathedral. The Events Coordinator will also provide advice and assistance to the various ministries within the church to help organize their smaller events.

The position is highly administrative, organized, creative, resourceful and relational. The primary purpose shall always remain the effective delivery of special events that are cohesive and consistent with the direction and vision of Gateway Cathedral as a whole.

KEY RESPONSIBILITIES

The Events Coordinator will undertake the following key responsibilities within the church:

- Event planning, coordination, communication and high-quality delivery on major events and special initiatives
- Act as a central liaison point for events
- Build event volunteer team for major events
- Co-manage the Church calendar of events
- Allocate tasks to administration support team when appropriate
- Manage budget spending for events only
- Act as an advisor and provide support when allowed by other duties, to ministry leaders for events for which they have responsibility

2023 OVERVIEW

2023 Major Events, special initiatives & campaigns include:

- Platinum Sunday
- Volunteer Fellowship Nights (2 per year)
- Christmas at the Cathedral

- New Year's Eve Celebration
- Thanksgiving Day Worship
- Easter Weekend
- Christmas Service
- Mothers Day, Fathers Day, Grandparents Day
- Pastoral Appreciation Weekend
- Baptisms
- Gateway Women and Men's events
- Gateway Youth Department Events
- + other whole church events that come up!

ATTRIBUTES

- MUST HAVE THE HOLY GHOST
- Must be a born again believer and have confessed the Lord Jesus Christ as your personal savior.
- Must be blameless and above reproach
- Demonstrated experience in coordinating various sized events to an excellent standard

- Must have a shepherd's heart for God's people
- Strong organization, administration and time-management skills
- Excellent interpersonal skills and able to effectively communicate with teams of people
- Good written and verbal communication skills
- Must be technologically savvy
- Must be proficient in social media
- Highly organized, ability to multitask
- Detail oriented
- Ability to problem solve and find effective solutions
- Possession of a can-do attitude, demonstrating adaptability and flexibility

ADDITIONAL REQUIREMENTS

- Must be available to work outside of usual working hours during special events.
- Be in agreement with the articles of faith documented in the policies of Gateway Cathedral and the Church of God in Christ, INC.
- Exemplifies and communicates the Gateway Cathedral values and culture.

- Membership of Gateway Cathedral, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Gateway Cathedral, surrounding special events.

RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- Gateway Cathedral volunteers agreement

COMPENSATION

*This is a volunteer based position. There is no compensation with this role. Monetary love gifts of appreciation may be bestowed but, are not guaranteed.

QUESTIONS OR HOW TO APPLY:

Should you have any further questions or to apply, please email your resume to nscearce@gatewaycathedral.org. Please allow up to 48 hours for a response.