



Job Description

Job Title:	Directional Leader for Event Collaboration	Job Category:	Professional
Department:	Ministry Resources	Job Code:	
Location:	Central	FLSA:	Exempt
Pay Grade:		Travel Required:	Greater Richmond Area only
Reports To:	Chief Operating Officer	Position Type:	FULL TIME – 40+ hours per week

SUMMARY:

Serves as the primary support to group leaders in the planning and execution of programs and events, and is the principle conduit in which all church-sponsored and hosted program and event planning communications are handled. This is a highly collaborative role that must be able to promote and support effective program and event planning and execution through the small group structure.

PRIMARY DUTIES (list order does not signify level of importance):

- Collaborates with staff and group leaders to develop and maintain an annual **program and events calendar** that is based on approved budgets, synchronized with the master events calendar and included on the church's event scheduling system.
- Develops, communicates and trains on the **event planning system** with its related policies and procedures, and continuously keep them up-to-date on relevant changes.
- Collaborates with group leaders and staff to understand the scope of programs and events, ensure planning is **in line with the church's core mission, belief, values, and strategies**, and approved budget, develop timelines for deliverables and tasks, communicating any special and/or complex requirements and track progress.
- Collaborates with group leaders and staff to advise on the **design** of program and event elements, to include agendas, activities, entertainment, speakers, presenters, and volunteer strategies.
- Collaborates with group leaders to identify **event support services** such as facility, bookstore, culinary, media, marketing, security, signage, sponsorship, and transportation, and to facilitate timely submission and fulfillment of inter-departmental and contractual requests.
- Coordinates **registration process** to include submission of online registration requests, form creation, website posting, form maintenance, check-in lists, and nametags, where appropriate.
- Partners with group leaders and staff to conduct **debriefing** sessions of all programs and events, evaluating the effectiveness of them as a means to grow people in groups. Maintains, monitors and archives master file of all program and event plans, including lessons learned, participant surveys, and post-event reports;
- Provides on-going support, coaching, vision, and direction to group leaders through monthly **meetings** and one-on-one meetings as needed.
- Collaborates with the staff and ministry partners in planning of **annual trainings and retreats**.
- Utilizes relevant resources and **tools** to help the Saint Paul's Baptist Church plan, develop, track, execute and report on programs and events. Makes recommendations for new tools or resources, as needed.
- Utilizes and/or updates, where appropriate, the church's **database** to compile and coordinate group leader, member, guest and vendor information in concert with other directional leaders.
- Attends regional and national **training events** as time and funds permit.
- Develops and manages annual **budget** for church-sponsored programs and events.
- Performs **other related duties**, as assigned.

EDUCATION/EXPERIENCE:

- Bachelor’s Degree in Business Administration, Hospitality, or Event Management or equivalent combination of training and/or experience required
- Minimum of 3 years related experience in program or project support in non-profit field preferred
- Willingness to learn SPBC church polity as it pertains to church membership, leadership, and service
- Experience, passion, sense of call and relevant spiritual gifts will transcend education
- Familiarity with texts, resources and methodologies for group formation and development

KNOWLEDGE, SKILLS, OR ABILITIES:

- Spiritually mature
- Ability to develop, implement, and edit comprehensive ministry plans
- Excellent communication, facilitation, and organizational skills
- Excellent collaboration skills with peers, direct reports, other staff, and volunteers.
- Strong background in leadership, counseling and small group facilitation.
- Able to manage complexity in problem-solving
- Holds self accountable to meet commitments and able to hold others accountable to the same degree
- Able to build effective teams that bring individual perspectives together to reach common goals
- Able to develop and deliver communications that paint a compelling vision and strategy that will motivate others to action.
- Thrives on responsibility, multi-tasking, and leadership
- Effective training and coaching skills
- Proficient user of Word, Excel, and project management system, has the ability to quickly learn the church database system, can contribute ideas to how technology can be better used as an equipping tool
- Ability to learn the church’s ministry management system and other relevant software packages

WORKING ENVIRONMENT/METHOD/STYLES:

- Administrator, Change Agent, Teacher/Facilitator, People Developer, Conceptualization, People Oriented
- Works well independently or in a team environment

DESIRED SPIRITUAL GIFTS:

- Administration
- Discernment
- Encouragement
- Leadership
- Shepherding/Disciple Maker
- Wisdom

The above job description is not intended to be an all-encompassing list of duties, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle responsibilities.

I have received, reviewed and fully understand my job description. I understand this job description supersedes any written job description or verbal job duties that I have been given in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee’s Signature:		Date:	
Supervisor’s Signature:		Date:	
Last Updated By:		Date:	