



Events Coordinator

Position Type: Administrative, Part-Time Non-Exempt (18-24 hours per week)

Compensation: See benefits sheet.

Reports To: Executive Assistant

Works Closely With: Executive Assistant, Senior Pastor, Executive Pastor, FBC Ministry Team, Foundation Academy faculty/staff, Administrative Staff, Volunteer Serve Teams

Coordinates: Volunteer serve teams, outside vendors, and room/facility setup/cleanup with support from the Executive Assistant and facilities staff.

Work Schedule & Availability: This is a part-time, non-exempt position averaging 18–24 hours per week. Hours are flexible and built around the calendar of key church events. Some weeks may require more hours than others, including evenings and occasional weekends for the setup, execution, and cleanup of events.

Summary: The Events Coordinator supports the Senior Pastor and Ministerial Team in planning and executing key FBCWG events. This role manages overall event logistics, and maintains the supporting database and event platforms. Working within a unified church-school ministry ecosystem alongside Foundation Academy, this role receives event context and orientation from the Executive Assistant and relevant ministerial team members. Once initial wedding and funeral requests are triaged by the Executive Assistant, the Events Coordinator owns all subsequent facility setup, rehearsal, and hospitality execution. The position acts as the primary point of contact for setup, cleanup, and room restoration while maintaining close, ongoing alignment with the Executive Assistant and Ministry Team.

Requirements

- **Education:** High school diploma required; Associate's or Bachelor's degree, or equivalent event/hospitality experience, preferred.
- **Experience:** Prior experience in event planning, coordination, or hospitality preferred.
- **Spiritual Character:** A spiritually mature, growing follower of Jesus Christ with a servant's heart and a passion for hospitality.
- **Alignment:** Full alignment with FBC's vision, values, direction as well as theology grounded in The Baptist Faith and Message 2000; an active member of FBCWG, or becomes one within an agreed-upon timeframe.
- **Competencies:** Strong attention to detail and follow-through; ability to manage multiple event timelines simultaneously; proficiency in, or readiness to become proficient in church database (Realm) and event planning/scheduling platforms (Planning Center). Proficiency in Apple products and Google Suite desired (in lieu of planned tech migration).

Core Responsibilities

I. Event Planning & Setup

- Support the Ministry Team in the planning, logistics, and physical setup for key FBCWG events, including but not limited to Starting Point, the Widow's Banquet, Deacon meetings, the Prayer Conference, and Leadership Summit.
- Confirm room reservations, layouts, signage, and supplies with relevant ministry leaders and serve team members.
- Own coordination of the events serve team for day-of setup and execution, partnering with the Executive Assistant for additional support as needed.

II. Wedding & Funeral Logistics

- Receive wedding and funeral requests from the Executive Assistant after initial intake and officiant scheduling are completed. Take full ownership of facility setup, room layout, and physical signage.
- Coordinate logistics for weddings and oversee hospitality needs (receptions, refreshments) for both weddings and funerals.
- When outside wedding coordinators are hired, serve in a collaborative capacity to help coordinate facility use and logistics.
- Coordinate with serve teams and outside vendors (florists, caterers, funeral homes) to support grieving families and wedding parties following initial Executive Assistant intake.
- Maintain clear, continuous communication with the Executive Assistant regarding setup timelines and confirmed details so pastoral calendars remain accurately updated.

III. Serve Team & Vendor Coordination

- Recruit, schedule, and coordinate the events serve team for setup, hospitality, and teardown, maintaining regular alignment meetings with the Executive Assistant.
- Maintain close, timely communication with the Executive Assistant ahead of each event to confirm volunteer serve team staffing and logistics needs.
- Coordinate with outside vendors (catering, rentals, etc.) as needed for specific events.
- Ensure all event spaces meet FBCWG safety and facility standards.

IV. Post-Event Cleanup & Restoration

- Serve as the primary point of contact for post-event cleanup, ensuring all spaces are returned to their standard condition promptly.
- Coordinate volunteer serve team support for teardown and cleanup following each event.
- Report any facility damage or maintenance needs discovered during cleanup to the appropriate staff.

V. Database & Registration Management

- Maintain accurate event-related records in the church database (Realm), including registrations, attendance, and follow-up communication.
- Build and manage event pages, registrations, and check-in within Planning Center Services.
- Generate event reports for ministry leaders and the Executive Pastor as needed.

VI. Facility Coordination with Foundation Academy & Administrative Staff

- Coordinate closely with Foundation Academy faculty/staff and FBCWG administrative teams to confirm facility and room reservations well in advance within the shared church-school ecosystem.

- Proactively resolve scheduling conflicts between Foundation Academy, church ministries, and event needs.
- Communicate confirmed space allocations to relevant stakeholders ahead of each event.

VII. Collaboration with the Executive Pastor & Ministry Team

- Receive direction and event priorities from the Executive Pastor and Ministry Team for each key event.
- Align event calendars and timelines with the broader church calendar.
- Communicate event needs and timelines clearly to administrative and ministry staff.
- Provide additional support during high-volume seasons (e.g., the Prayer Conference, Leadership Summit) as needed.
- Attend weekly ministry team and monthly all-staff meetings.

Physical Requirements & Work Environment

- Ability to sit, stand, and/or walk continuously during office work, event setup, execution, and cleanup.
- Ability to bend, climb stairs, and lift occasionally.
- Ability to lift and carry 10 to 30 pounds occasionally (tables, chairs, decor, supplies).
- Ability to operate a computer and event-management software to complete administrative work.
- Ability to cart supplies between floors by use of an elevator.
- Ability to utilize personal vehicle for church/event related errands (mileage reimbursement eligible)
- Operates within a unified church-school ministry ecosystem, with offices physically connected to Foundation Academy's Lower School (K–5th). Work occurs both indoors (fellowship hall, classrooms, offices) and occasionally outdoors for event setup.
- May occasionally work in outdoor temperatures depending on the event.
- Noise level varies from quiet office work to loud during events.
- The schedule includes evenings, after hours, and occasional weekends tied to the event calendar.

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Additional duties may be assigned. This job description is subject to change at any time.