

# Church Event Manager



St. John UCC is seeking a member (or a team of members) to serve in the capacity of Church Event Manager. This role provides a valuable service by serving as the point person for each event held by an outside organization renting the facility.

The goal is to provide a meaningful and pleasant experience for all who come to St. John UCC. There is no set time or date, as this position is responsive to the needs expressed. Training for this position will be provided.

## **Qualities and Skills Necessary**

- People-oriented, friendly, positive attitude, and the ability to extend hospitality to all
- Good organizational, leadership, and communication skills
- Detail-oriented.
- Willing to handle sizeable responsibility, yet remain largely behind the scenes
- Be able to be a source of information, structure, caring, knowledge of church policies, guidelines and proceedings. Ability to (gently) enforce St. John UCC policies and take pride in having things run smoothly and with excellence
- Professional and appropriate attire is required as you are representing the church in this capacity.

## **Duties of the Event Manager**

- Market the church facilities in various venues, actively recruiting outside groups to use our facility.
- Make sure church facilities to be used are in good, clean, working order and ready for the event. Be certain that all supplies needed are in place. Provide setup and clean up as necessary. Coordinate with

Tony Grippa, the Church Custodian or Whitney Reardon for the Fellowship Hall.

- Communicate directly with event leader, exchanging contact information. Introduce yourself and your responsibilities and policies regarding church use.
- Communicate/confirm date of event with Leah Teserovitch, Church Secretary, assuring that the event is on the master calendar.
- Arrive early (time dependent upon type of event) and prepare church facilities for use (turn on lights, air conditioning, windows, sound system, etc.)
- Greet event leaders and provide additional instructions. Describe/show locations of restrooms, drinking fountains, emergency exits, and areas of church that will be used.
- Be as accommodating as possible, and provide assistance, answer questions and resolve issues as quickly and graciously as possible.
- Provide for the comfort, safety and care/enjoyment of all who are present for the event.
- Be present and available for the entire event but remain in the background.
- Provide emergency assistance when needed by calling police, fire, life-squad, if needed.
- Make sure all rules and policies are explained, understood and enforced, and that the event begins and ends at the agreed time frame, and in a professional manner.
- Familiarize self with event details and particulars.

### **After All Events**

- General clean-up of any food or drink, turn off sound system and lights, extinguish candles, make sure all doors are locked, collect anything left behind by the family and put in the Church Office.

## **Other Events**

The Church Event Manager may also actively recruit groups to come in to use the Fellowship Hall or other areas for their events. We will need to create an information package for this, but in general, the Church Event Manager would be on-site for the duration of the event and fulfill all duties as previously mentioned.

Compensation: 25% of the total fees paid for the use of the facility.

**If you are interested in this position, please submit your resume and two letters of reference to Gary Kurtz, or drop off at the church office.**

*Updated December 17, 2019*

## **The following are optional opportunities.**

### **1. The Role of the Church Event Manager for Weddings**

The Church Event Manager provides direction, support, and hospitality to the bride and groom, wedding party, and their families. This is accomplished through the two primary aspects of the role: assisting with the wedding rehearsal, and providing the desired services agreed upon prior to the wedding ceremony.

Specifically, the Church Event Manager will:

- Assist with the wedding rehearsal the evening before the wedding.
- Complement the role of the pastor on the wedding day and assist the pastor.
- Offer hospitality by way of knowing the facility layout and equipment; accoutrements for weddings such as candles, placement of plant stands, unity candle, etc.; as well as policies guiding the use of the facility. (See “St. John UCC’s Wedding Booklet”).
- Uphold the protocol and policies for weddings held at St. John UCC.

### **Duties at the Rehearsal and on the Wedding Day**

**Rehearsal:** *(The Church Event Manager assists the pastor in conducting the rehearsal on the evening prior to the wedding. This usually takes approximately 60 minutes.)*

- Arrive at least 20 minutes before the rehearsal to unlock the building and turn on lights.
- Assist the pastor in explaining the components of the rehearsal and wedding ceremony and give instructions for the wedding (when to arrive, where to dress, where to find restrooms, etc.).

- Instruct the ushers as to their duties (light candles, seat/dismiss guests, seat parents, etc.) and when to do each task.
- Inform parents and grandparents, per the bride and groom's instructions, about the procession and seating arrangements. This may include other immediate family or honored guests.
- Shut off lights and lock the main entrance and any other doors you have opened.

### **Wedding Day:**

- Ensure that the building is open at the agreed upon time.
- Greet, instruct, and direct the photographer as to where in the Sanctuary cameras may be placed and policies regarding photography during the wedding service.
- Greet and direct guest musicians.
- Oversee the bridal party as they prepare and be sure they're on track to be ready for the procession at the appointed time.
- Oversee the guests arriving in the lobby, signing the guest book, and moving into the Sanctuary in a timely fashion. This includes ensuring that the ushers begin seating guests at their assigned time.
- Line up the wedding party and parents so that the wedding begins on time.
- Have the marriage license signed by the Witnesses. The signed license is left in the Pastor's Office for the Pastor to sign following the wedding.
  - Turn on the sound system and all lights, and light the altar candles

Compensation: The current compensation for each wedding is \$100.

## **2. Duties at Funerals/Calling Hours**

- Be present 1.5 hours prior to the funeral or calling hours to assist with casket placement
- Make sure the Cozy Corner is clean and inviting for the family's use
- Make coffee, have water, tissues and any refreshments and paper products in place
- Turn on lights in the sanctuary
- Answer any questions from the family or the Funeral Home Staff
- Be familiar with the DVD function of the big screen in the Cozy Corner in case the family wants to show some pictures
- 10 minutes before the start of the funeral, hand out the funeral bulletins, or arrange for the Funeral Home staff to do so
- 15 minutes before the start of the funeral, light the altar candles and turn on the sound system

Compensation: The current compensation for each funeral is \$50