



## Job Description for Fellowship Ministry Events Coordinator

**Connecting, Teaching, Living** - Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title: Fellowship Ministry Events Coordinator  
Reports to: The Director of Adult Ministry, Denise Whited  
Length of commitment: Two years  
Schedule: Meet as needed to coordinate, plan and implement our annual family events.

### Purpose

- This ministry is a vital part of our Family Ministries of the church. This volunteer position is responsible for creating opportunities for people/families to **Connect** with our church family.

### Job Duties

- Pray for our church, our many families, those in the community and how these events can reach them for Christ.
- Contact and acknowledge those members of the church who have signed up to serve in this ministry.
- It is not the intention of the church to expect the committee chair to plan and implement these events by themselves, but to work with a team to coordinate, plan and implement.
  - Ideally, the FME Coordinator will have sub-coordinators to coordinate the different annual events.
- Schedule a meeting to incorporate those new members of your team in this process.
  - This information is gathered through the Every Member In Ministry campaign each year.
- Participate in Council on Ministry meetings as much as possible.
- Be analyzing and evaluating events, and possible events, for effectiveness.
- Create a team of people that would help to pray, brainstorm, plan and implement your Family Ministry events.

- Meet and communicate as much as possible with your team.
- Contact the Communications Chair (Patrick Carnathan) to advertise these events in our community.
- Plan as far into the year as possible.
  - For example: Football Sunday has guest speakers when possible. To get these speakers takes early planning for their schedules. Up to a year is not uncommon to schedule a speaking event.
- Plan family events such as:
  - Freedom Festival (July 4<sup>th</sup>)
    - Work with Denise Whited to plan this event.
    - The Freedom Festival is a family event that we host on property on July 4<sup>th</sup>
    - The purpose is to offer and promote an atmosphere for families to enjoy fellowship, games, food and ending with the City of FWB fireworks display.
    - This event is patterned much like a Fall Festival:
      - Kid's activities
        - Games
        - Blow up games: Bouncy houses, water slides, obstacle course, etc.
        - Pony rides
      - Adult activities
        - Provide opportunities for the adults to connect and engage.
        - I.E. Disc Golf (Margaret Nordlie)
        - Other ideas: \_\_\_\_\_
      - Food
        - Hot dogs, hamburgers, chips, pickles
        - Water bottles, juice boxes, soft drinks
        - Popcorn machine
      - Sound system
        - Bring portable sound system outside to provide music and announcements
    - Decorations
      - Decorate certain areas of the church to reflect an Independence Day theme one month before the event.
      - Clean up.
  - Football Sunday (Last Sunday of September)
    - Work with Jimmy Whited to plan this event.
    - This event was planned as a way to attract people, specifically men, to our church to hear the Gospel message.
    - Guest Speaker
      - Each year we would like to have a guest speaker to speak at each of the morning worship services as a draw to bring people to this event.
      - Ideas for a speaker:
        - Someone with a “name” that people may recognize that is associated with the sport of football.
        - This person should also have strong faith in Jesus Christ.
        - I.E. a Bobby Bowden
    - Decorations
      - Decorate the Narthex to reflect a tailgate party theme one month before the event.

- Food
  - Each of the tailgaters will be providing food.
  - As a supplement to the tailgaters, the church will offer hot dogs, chips and drinks (canned drinks and bottled waters)
- Tailgating
  - We have different sections representing different teams. I.E. FSU, Auburn, Alabama, Florida, etc.
  - There is a team person to organize the tailgating, but there should be another contact to help organize a specific school.
    - I.E. Mandi Gosnell has led the charge for organizing the Auburn fans. Sabrina McGrail has led the charge for organizing FSU.
- Clean up.

#### Practical helps

- Begin advertising *as little as* one month before the event date.
  - Contact our Director of Communications for possible ads on the Lamar Billboard Sign and local community print media.
  - Contact front office to put event information in the bulletin, Sand Dollar, Facebook, Adult Ministry e-newsletter and website.
- Check with the church office to reserve any rooms, and/or kitchen, that are needed.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!

**“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45**