

Fellowship Coordinator

Description:

The fellowship coordinator will work closely with the minister and other coordinators and will be responsible for planning and coordinating church-wide fellowship activities. This person will recruit volunteers or contact appropriate church coordinators or members for assistance as needed. The individual should enjoy dealing with people and possess good organizational and communication skills.

Responsibilities:

1. Coordinate, plan, organize, or oversee all church-wide fellowship events. Such events could include dinners (e.g. Valentines , etc.), picnics, service opportunities, family social events (e.g. night at the movies), family sports days, potlucks, ice cream socials and skating parties or other activities. The Coordinator needs to be involved in some capacity, with every fellowship activity hosted by or for the church.
2. Recruit volunteers or contact appropriate church members to assist with food preparation/service, set up, facilities, decorations, equipment needs and publicity as needed.
3. Work within the parameters of approved annual budget. Coordinate special/additional needs with church leadership at men's meetings for additional budget to accommodate fellowship activity.
4. Coordinate with church leaders to be in-tune with the main theme of the weekly lesson, and adapt any fellowship activities to follow the same theme, when applicable.
5. Plan and organize community service projects such as helping out at a nursing home, adopting a section of road to maintain trash control, assisting a non-profit organization on a promotional awareness day/event,(e.g. breast cancer awareness).
6. Work with campus ministry to develop fellowship opportunities.

General Responsibilities:

1. Be a regular attending member of Warrensburg Church of Christ.
2. Attend the monthly coordinators/men's meetings, and any other meetings required by the minister.
3. Meet regularly with the minister as needed at a time mutually agreed upon to discuss his expectations or needs and any planned activities.
4. Coordinate fellowship activities with other church leaders to minimize conflict with their planned activities.
5. Provide a timely and accurate schedule of fellowship activities and keep the congregation informed of events by coordinating the publicity for such activities through the appropriate channels provided by the church. (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.)
6. Remain accessible (by phone and email as a minimum) to youth, parents, and church leadership and inform them when a method of contact changes.
7. Notify the church leadership as soon as possible about all unforeseen absences from regularly scheduled events and provide a suitable substitute in the case of an anticipated absence.