

**FIRST UNITED PRESBYTERIAN CHURCH  
PYC MAJOR EVENT COORDINATOR (VOLUNTEER)  
MINISTRY DESCRIPTION**



**Objective:** *You will help FUPC to glorify God through these: faithful service and nurturing fellowship by coordinating special memory-maker moments throughout the year that will engage the PYCers in the life of the youth ministry.*

**Result #1:** The Christian Education (CE) staff have been met with well before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.

**Result #2:** A target number of participants has been determined for the event

**Result #3:** The efforts of volunteers have been coordinated: Working with the CE staff to recruit an appropriate number of team members to plan the event.

**Result #4:** Logistics: The Major Events Notebook has been used to help the team plan the logistics. (For example: food, transportation, set-up, pick up and drop off times and locations, and number of adult leaders needed, typically 1 for every 5 to 7 students).

**Result #5:** Registration: Forms have been provided to all PYC families and forms are available at PYC meetings. Any money, forms, or verbal RSVPs required for the event have been collected.

**Result #6:** Photography: An adult has been designated as the photographer for the day, and the photographer will give pictures to the Director of Christian Education after the event.

**Result #7:** Recruiting: Personal contact has been made with PYCers and parents to ensure that the participation target number is reached. Coordination with the PYC sponsors about collecting RSVP's has taken place.

**Result #8:** An event notebook has been prepared to be used by the next year's coordinator of this event, or information has been added to the existing notebook.

**Result #9:** The event was executed in a way that is consistent with the values of the youth ministry and helps the youth ministry accomplish its mission and goals.

**Team Composition (number):** 1 for the year

**Time Commitment:** 1 evening, 1 morning, and one whole day; plus about four weeks of planning time.

**Special gifts and talents preferred:** Any of the following: Arts/Crafts, Food Preparation, Setup/Tear Down,

**Spiritual Gifts:** Any of the following: Administration, Helps, Leadership, Mercy, Hospitality

**Support and Accountability:** Director of Christian Education and Christian Education Committee

**Resources/Training Required:** The CE staff member will provide coaching and support, as well as a Major Event notebook to assist in the preparation.

**Requirement:** Active member of FUPC, at least 6 months; willingness to undergo a background check

*Thank you for considering this important ministry.*