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OP Ministry Facilitator
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What do I do:

- Make all building reservations for church and community events, meetings, classes, etc. Send & receive Hold Harmless Agreement and keep on file. Enter events on church “Logos Scheduler” calendar. Collect fees from non-member events.
- Attend staff meetings, take minutes, and send out reminders.
- Contact person for reserving weddings at OP. Check dates, explain the policy, and give tour of building. Receive reservation form and checks, work with bookkeeper with the deposits, work with wedding coordinator and sound & lighting technician. Revise the policy when requested.
- The contact person for OP ministries. I try to help answer their questions or find answers for them and help with problem solving. If there is a major request or if I need assistance, I contact the Executive Minister or deacons.
- Send ministry information to be included in the weekly OP News and E-Walk.
- Assist Executive Minister and help revise OP policies.
- Check out all building fobs and keys and keep reservation forms on file. Enter fobs into security system.
- Work with the Building and Grounds Manager.
- Provide custodians, administrative staff and Caring Ministry coordinator with weekly and monthly calendars of building events.
- Available to assist all the ministers.
- Contact person for AA and AI Anon groups.
- Assist the deacons when asked.
- Each week set every exterior entrance door and interior security door in the building for each worship service, meetings, classes, ministry events and community events.
- Set HVAC in each area of the building for each event, classes, meetings and worship services.
- Keep on file the Certificate of Liability insurances from all community organizations that use our building and make sure they are renewed and current.
- Assist the Caring Ministry each year with the Thanksgiving Food Drive and Angel Tree gifts. Assist Caring Ministry with thank you notes and articles.
- Work with the Johnson County Election office reserving and setting up the building for our community’s elections.
- Order office supplies, but not supplies for the printer or copiers.
- Renew OP’s Sam’s Club membership and purchase office products and misc. supplies.
- Contact TV stations when we cancel services, classes or events.