

## **Sunday School Event Coordinator Ministry Description**

**Coordinate event requirements so that the people involved work together effectively.**

Read Sunday School That Really Works by Steve R. Parr.

Read the SS Strategic Plan.

Serve as a member of the Sunday School Growth Committee.

Direct the planning group in the necessary details to prepare for events listed on the TLC Calendar of Events: see the attached "Event Action Plan" for details.

Reserve room(s) as needed for the events with the TLC Secretary ensuring enough time is allotted for set up and clean up.

Coordinate food and entertainment requirements for event with volunteers and/or other Boards.

Ensure marketing information is accurate and verified for advertising the event.