



Weekend Events (Gathering) Coordinator

As a member of the Board of Directors of the Denton Area Emmaus Community, the Weekend Events Coordinator is responsible for organizing quarterly Gatherings throughout the Community.

Responsibilities:

- Contact area Events Coordinators at Community Churches for hosting availability.
- When interest is shown, request two possible dates.
- Contact Community Lay Director for any schedule conflicts.
- Once firm date is set, contact Music Coordinator about date of the next Gathering. Give Music Coordinator's name and phone number to Events Coordinator.
- Advise Church contact person (Events Coordinator) of guidelines listed on website. Spend time on the website with contact person, if necessary.
- Maintain log of past Gatherings and Events Coordinators
- Attend all Board Meetings and assist wherever needed

Characteristics:

- Effective in verbal and written skills
- Listen for understanding
- Patient and accommodating
- Creative thinker and flexible
- Speak encouragingly and kindly
- Able to interact with all types of people
- Problem solver and decision maker
- Organized with time and priorities
- Able to speak in front of large groups
- Multi-task activities
- Contagious enthusiasm!

Website Guidelines/Checklist:

- Contact person should be a member of the host Church
- Contact person may wish to form a committee to help with arrangements
- Contact person needs to publicize the gathering to members of the host Church and Community who might be interested in attending a Walk, to those who need training in sponsoring and to those who wish to fellowship
- Host Church will do the following:
 - Reserve the Sanctuary or Chapel and the Fellowship Hall
 - Check on availability of host clergy. (The Gathering Coordinator and Spiritual Director will help in finding available clergy, if necessary.) Note: Clergy does not need to prepare a sermon, but should give a short response to the Fourth Day Talk.
 - Arrange for the communion elements. (If a communion set is needed, contact the Gathering Coordinator.)

- Contact a Fourth Day Speaker to share their witness. This could be a lay person or clergy. (The Gathering Coordinator can help find a speaker.)
- Coordinate music with Music Coordinator, if necessary
- Make arrangements for the Church to be unlocked for set-up
- Make sure tables and chairs are set up for fellowship and potluck.
- Check on availability of paper products and plastic ware. (The Gathering Coordinator needs to know if these items need to be provided by the Community.)
- Consider beverages available for potluck
- When all arrangements have been made, contact the Gathering Coordinator to confirm
- Follow all additional guidelines/checklist as needed
- Always be available to answer questions
- Be encouraging and ready to give suggestions when needed
- Check back periodically on their progress
- Give assistance with any and all Gathering arrangements
- Pray for the Gathering and all those involved
- Arrive early to check last minute details

REVIEWED by Sharon Watland, April 2014