



Job Profile

The Berean Events Manager is a central service position that supports Berean's ministries by assisting with events such as weddings, funerals, Faith Family events, and other large group activities for the church and staff including overseeing the Burnsville Catering Kitchen and Café Supervisors and coordinating events with the Facility Scheduler/Associate. This position is a three-quarter time non-exempt (hourly) position working an average of 32 hours weekly and reporting to the Managing Director of Church Operations.

Job Responsibilities

Essential duties:

Coordinate events, such as:

Life Events

- Weddings and Funerals- oversight of wedding/funeral coordinator or serving as the coordinator for these events on a contract basis

All Church Events

- Faith Family Celebration events and special activities (4-6 times a year)
- Staff Events – special recognition and staff day away

Ministry Partnership (examples below). Assist ministries in planning for specific "G" team events.

- Community Events and Outreach
- Events and meetings for Men's and Women's ministries
- Youth Ministry banquets
- Feed My Starving Children Mobile Pack

Outside Events

- Concerts
- Conferences
- Outside rentals

Event Management

- Set events up through the facilities management software, detailing room sets, equipment needs, and timing
- Recruit and train event volunteers as to set up and operation of the event and elect event supervisors
- Coordinate teams to run events
- Oversee the scheduling of events that use the Burnsville catering kitchen in conjunction with the Kitchen Supervisor
- Coordinate selection of potential vendors/caterers for events at all campuses
- Ensure signage – permanent and event – is accurate
- Ensure that all contracts for outside events, concerts and conferences are signed and monies collected

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

Personnel Management

- Provide leadership and instruction to the Café Supervisor and Catering Kitchen Supervisor as well as the Facility Scheduler/Associate as needed
- Coordinate tasks as appropriate in planning for events
- Provide feedback to team including both positive affirmation as well as corrective instruction if necessary

Other duties:

- Arrange for Caterer to have access to the Catering Kitchen
- Oversee the equipment and functionality of both Catering Kitchen and Café
- Coordinate all financial matters including quarterly report to the finance team
- Recruit, equip and supervise the volunteer funeral host and volunteer events teams
- Oversight of campus “look and feel” (decorating for Christmas and Easter, exterior planters, etc.)
- Oversee scheduling and be liaison for S.A.F.E. Team and Medical Teams

Knowledge, skills, and abilities

Faith-Based

- A personal relationship with Jesus Christ
- Demonstrate a Servants Heart
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church Statement of Faith
- Committed to attendance and membership at Berean Baptist Church
- Philosophical alignment with Berean’s leadership and theology
- Gifts of administration, mercy and service, and hospitality needed

Professional

- Demonstrate good leadership skills including handling conflict, developing team members, and desiring personal growth
- Must possess strong leadership skills to recruit, train and supervise a broad staff
- Experience planning and managing events
- Ability to delegate, organize and creatively solve problems is required as is the ability to be flexible and service oriented
- Maintain or obtain Notary license (Berean will pay fees associated)
- Maintain food safety license

Work Conditions

Must be able to spend hours at a time on foot – standing and moving around the facility

Must be able to lift and carry 30 pounds

Must be comfortable with using a computer and have good verbal and written communication skills

Must be able to drive between locations to oversee campus Cafés and events

Hours

Primary office hours are Tuesday-Thursday except for events which may require evening and weekend hours. All staff are required to serve at two of four Faith Family Celebrations and at least half of our Easter and Christmas services unless otherwise approved. This role will require flexibility; days and hours will flex seasonally

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.