

MINISTRY PLAYBOOK

EVENT TEAM

SEPTEMBER 2023 // WORKING DOCUMENT
THIS PLAYBOOK IS STILL IN DEVELOPMENT



GRACE CHURCH

STATEMENTS & VALUES

Vision Statement

We are one church in many locations, multi-cultural and multi-generational, spreading the hope of Jesus until everyONE hears.

Mission Statement

We want everyone to Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference.

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YOUR JOURNEY AT GRACE

ENCOUNTER

Salvation.

Baptism.

New Believer's Course.

GROW

Membership Class.

Campus Social.

ENGAGE

Life Groups.

Freedom.

The ONETeam.

GO

Family.

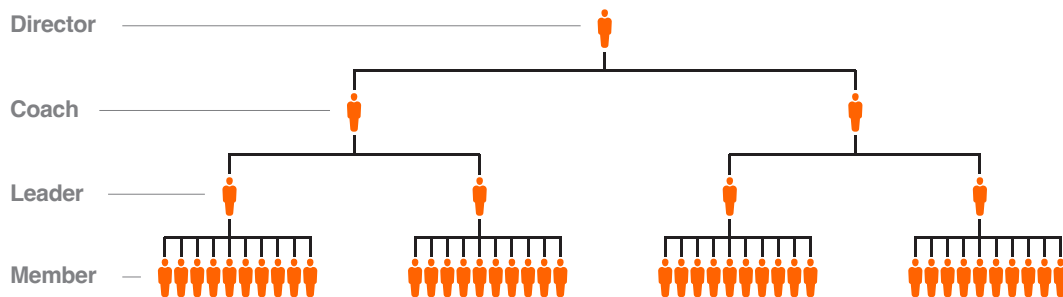
Community.

Missions.

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THE LEADERSHIP PIPELINE



Director.

ONETeam Directors provide leadership, development and accountability for ONETeam Coaches. As a member of the Campus Lead Team, these Directors turn strategy into action and ensure the objectives of the ministry playbooks are met.

Coach.

ONETeam Coaches support ONETeam Leaders. These dynamic individuals are focused on leading teams of 1 to 5 ONETeam Leaders.

Leader.

Teams are made up of no more than 10 Members, led by a ONETeam Leader. The role of the Leader is critical to “running the play” for the ministry.

Member.

The backbone of volunteerism at Grace Church is The ONETeam Member! These are the hands and feet of ministry.

This illustration represents the Leadership Pipeline in an ideal state. This will be developed over time with Campus Leadership.

STATEMENT OF PURPOSE

The Member Care Event Team's purpose is to create an excellent atmosphere for special events including weddings, vow renewals, anniversary celebrations, etc. for on and off campus events.

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ROLES

Team Organization Chart

Campus Pastor

**Associate Campus
Pastor/Director**

**Member Care
Director**

Event Coach

Event Leader

Event Member

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POSITIONS

Below are the roles associated with the organization chart above. Remember, this pipeline is designed to scale with the size of the department and campus. These roles have been listed in order of what is recommended to scale to.

Event Coach

This individual oversees all aspects for the event the Member Care Director assigns to them. They will recruit volunteers, direct all Team Leaders and Team Members for their specific roles, and communicate with Member Care via email with updates concerning the event.

Event Member

Assist the Event Coach and Member Care Director with all aspects of service for the event with a spirit of excellence and caring attitude.

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POSITIONS

RESPONSIBILITIES

Before Event

All volunteers are asked to arrive one hour before the start time of the event to receive direction. They are asked to check all restrooms to ensure they are supplied, cleaned, etc. Additionally, they should make sure the room is presentable and reflects excellence. All rooms that are not being used should be locked and add signs to the entrance of all rooms that are being utilized.

During Event

Greet or direct people to the rooms being utilized. Check people in, if necessary, and create a welcoming environment for all guests. Create name tags if applicable.

After Event

Please wait until most guests have exited the rooms until we begin to clean up and tear down. Depending on the room, sweep, mop, take out the trash, remove tables, chairs, and signs. Put the room back in its original state. Clean restrooms, lock doors, and turn off all lights.

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RESPONSIBILITIES

ENVIRONMENTS /MATERIALS

Please work with the Production Team to receive any necessary sound equipment, mics, TV's, and stands. Work with Plant Management to ensure all tables and chairs are available for the event. Make sure the temperature is at a comfortable level for all guests, 70 degrees is suggested. Make sure the room has adequate and visible trash receptacles.

Special Circumstances

In the case of inclement weather, please make sure umbrella bags and rugs are available for guests. If someone becomes ill, please contact the Event Coach to assess the situation. If someone comes in that is not associated with Grace Church or that specific event, and the family/guest is requesting assistance, please contact the Event Coach.

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ENVIRONMENT
/MATERIALS