

Volunteer Role Profile

Volunteer Role: Events coordinator

Volunteer reports to: Church leadership team

(and works closely with the Grants & Fundraising Officer and other ministry leads)

Why we want you

- To help the church engage meaningfully with the local community
- To create welcoming, well-run events that build fellowship, joy and connection
- To help the church be a visible beacon of light, hospitality and community
- To provide opportunities for people to encounter church life in an accessible and informal way
- To support fundraising and outreach activities through events where appropriate

What you will be doing

- Leading on the planning and delivery of church and community events, such as:
 - Christmas and summer fayres
 - Quiz nights
 - Live music evenings
 - Seasonal or themed community events
- Developing event ideas that are inclusive, welcoming and aligned with the church's values
- Planning event logistics, including:
 - Timelines and schedules
 - Space and equipment requirements
 - Budget considerations
- Working with the Grants & Fundraising Officer where appropriate to:
 - Identify events that may benefit from grant funding
 - Support funding applications with event plans, costs and outcomes
- Recruiting, coordinating and supporting volunteers for events
- Working with staff, ministry teams and external partners (e.g. performers or suppliers)
- Overseeing the delivery of events on the day, ensuring they run smoothly and safely

- Reviewing events afterwards and capturing learning for future activities
- Operating within the values of Four Oaks Baptist Church, reflecting Christ in all you do within your role

The qualities and skills you need

- Strong organisational and planning skills
- Confidence in coordinating people, tasks and resources
- Good communication skills and a friendly, welcoming manner
- Ability to motivate and support volunteers
- Creativity and enthusiasm for community engagement
- Ability to take ownership of events from idea through to delivery
- A sensible and responsible approach to health and safety
- Flexibility to work evenings or weekends when events take place

What's in it for you

- The joy of seeing people come together in fellowship and community
- A sense of purpose from helping the church reach those who may not usually enter a church building
- Opportunity to develop leadership, planning and people-management skills
- Creative freedom to shape events that reflect your ideas and passions
- Being part of a supportive and collaborative church team
- An opportunity to serve your church, community and Christ using your God-given gifts

Training, guidance and ongoing support will be provided, and all work will be undertaken within agreed boundaries and safety guidance.