



771 Somerset Street
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Position: Ministry Event Coordinator
Classification: Full-time
Reports to: Executive Director

FBCLG is a 5,000-member intergenerational community that is growing and moving boldly into its future. We are rooted in tradition, growing in innovation and transforming lives as we meet the needs of God's people in real-time.

Overview:

First Baptist Church of Lincoln Gardens is seeking a talented and organized Ministry Event Coordinator to support the planning and execution of various ministry events, from worship services and community outreach programs to special celebrations and conferences. The ideal candidate will work closely with ministry leaders to organize events that foster community, spiritual growth, and outreach. This role requires strong organizational skills, attention to detail, and the ability to collaborate effectively with diverse teams within the church.

Responsibilities:

- Collaborate with ministry leaders to plan, organize, and coordinate events that align with the goals and objectives of each ministry within First Baptist Church of Lincoln Gardens.
- Work closely with church staff, volunteers, and external vendors to ensure smooth execution of events, from conception to completion.
- Assist in developing event plans, timelines, and budgets in consultation with ministry leaders, ensuring adherence to established guidelines and resources.
- Coordinate logistics such as venue selection, catering, audiovisual equipment, decorations, transportation, and accommodations for ministry events.
- Manage event-related communications, including invitations, RSVPs, promotional materials, and social media outreach, to maximize attendance and engagement.
- Support setup, breakdown, and cleanup of event spaces, ensuring compliance with safety regulations and church policies.
- Provide on-site support during ministry events to ensure smooth execution and address any issues or concerns as they arise.
- Assist in evaluating the success of each ministry event, gathering feedback from attendees and ministry leaders, and identifying areas for improvement.
- Stay informed about industry trends, best practices, and emerging technologies in event coordination, and incorporate innovative ideas into ministry events.
- Maintain accurate records, documentation, and archives related to ministry events, including contracts, invoices, attendee lists, and feedback.

Rev. Danté R. Quick, Ph.D., Senior Pastor

Ali Wilson, Trustee Servant Leader | Lawrence Hibbert & Cynthia Gipson-Lee, Diaconate Servant Leaders | Leon Largie, Executive Director

Qualifications:

- Bachelor's degree in event management, hospitality, communications, or a related field (preferred).
- Previous experience in event coordination or related roles, preferably in a religious or nonprofit organization.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse teams and stakeholders.
- Resourcefulness and problem-solving skills to overcome challenges and contribute to successful ministry events.
- Proficiency in Microsoft Office Suite, event management software, and social media platforms.
- Flexibility to work evenings, weekends, and holidays as needed, depending on event schedules.
- Commitment to upholding the values, mission, and vision of First Baptist Church of Lincoln Gardens.

To apply, please submit your resume and cover letter to [Insert Contact Information]. We look forward to welcoming a dedicated and collaborative Ministry Event Coordinator to our team at First Baptist Church of Lincoln Gardens.

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