

Job Title: Section Party Facilitator
Accountable To: Pastor of Connections
Status & Schedule: Part Time – 10 hours per week, Including 3-5 hours on Sunday)
Purpose: To serve the Lincoln Borean Church by coordinating, assisting and leading the process to facilitate all Section Parties.

Essential Responsibilities:

- Creating/managing systems, providing oversight on Section Parties.
- Purchase supplies, maintain inventory and manage all storage areas.
- Directly interface/communicate with Campus Operations/reservations, LBC staff, Section teams.
- Participate in the development of expanding Sections within our church.
- Oversee training of Section Leaders and their Host Teams to facilitate their own parties.
- Check in on each party, prep extra food if necessary.
- Ensure clean up in party areas after section parties.
- Coordinate with each section team invitations, signage and communication for each section regarding section parties.
- Coordinate with Section Party Host’s food drop off prior to each section party.
- Ensure set-up and room reset are completed in reserved rooms for the section parties, provide support for any room conflicts or room reservation changes.
- Manage Section Party/Supply budget.
- Ability to be on call for any needs that arise during the Section Parties.

Additional:

- 2-3 Section Leader Meetings per year
- 1 annual all section leadership gathering (or LBC Leaders Gathering)
- Attend regular staff meetings and additional meetings when requested.

Minimum Requirements:

Education: High school diploma or the equivalent, some college preferred.
Experience: Administrative or related work experience.
Connection: A current active part of Lincoln Borean Church.

Knowledge, Skills, and Abilities:

- A servant’s heart with a passion for ministry and specifically serving the local congregation.
- Confident working with people and making others feel at ease and valued.
- Detail-oriented and self-motivated.
- Personable and helpful attitude.
- Ability to set up and maintain systems.
- Ability to handle multiple tasks and to complete projects with little guidance.
- Able to work well under pressure

Testing: Strengthsfinder Assessment.

Physical Requirements of Section Party Coordinator:

Frequency of Required Exposure / Use

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise			X
Climbing (Stairs/Ladders)			X
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone			X
Crawling or Kneeling	X		
Repetitive Movements			X
<i>Office Machines</i>			
Telephone			X
Facsimile (Fax)	X		
Calculator		X	
Computer/Mouse/Printer			X
Copier			X
<i>Moving Heavy Items:</i>	Seldom	Occasional	Frequent
Lifting/Lowering to 25 lbs		X	
Pushing			X
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying to 25 lbs		X	

I have read and understood the requirements for this position and I can perform the essential responsibilities for this position.

Signature

Date