

## ST. LUKE CONFIRMATION TEAM

**Position:** Event Coordinator

**Committee:** Fundraising

### Responsibilities

1. Oversee individual event.
2. Help with development and planning of the event.
3. Meet with the sub-committee coordinators.
4. Establish event meetings with the sub-committee coordinators.
5. Work within assigned budgets.
6. Create/record event schedule of all tasks, meetings, budgets, etc. for future reference

### Abilities Needed

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|--|----------------------|
| 1. Leadership                                | 5. Personable        |
| 2. Able to give clear directions.            | 6. Enthusiastic      |
| 3. Able to set and meet deadlines            | 7. Organized         |
| 4. Able to manage and work well with others. | 8. Responsible       |
|  | 9. Positive Attitude |

**Additional Involvements:** Attend the event and all event meetings. Meet with the Fundraising Chair.

**Length of Commitment:** One event from planning to completion. Usually no more than 6 weeks.

**Training Offered:** As needed

**Supervision and Support:** Fundraising Chairperson

### BENEFITS OF INVOLVEMENT

- † Fulfill Jesus' call to active discipleship.
- † Develop a closer relationship to Jesus by serving the youth program.
- † Become familiar with the St. Luke community.