

Wedding & Baby Showers Coordinator

Position Description:

Ensure that weddings and new arrivals are celebrated with a shower that will provide opportunity for encouragement and fellowship.

Qualifications:

- Christian adult female
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building

Responsibilities:

- Stay informed of upcoming weddings and expectant parents.
- Select a head hostess to coordinate each shower. The head hostess can then recruit a group of ladies to hostess the shower.
- Ensure an available date is chosen for each shower and that the date is added to the church calendar.
- Ensure appropriate and timely communication to the congregation.

Ministry Deacon Contact:

Steve Bertini

Time Commitment:

5-6 hours per shower

Revised 2/23/11