



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

HEAD OF SERVICES AND EVENTS

SUMMARY

Oversee and coordinate all APC-Bangalore services and events.

VISION

To plan, organize and efficiently execute all services and events of APC Bangalore in an excellent manner and over time, build a strong and highly motivated team of staff and volunteers to support the event management function. Ultimately, glorify God through providing excellent experience to all participants at each APC church service or event.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

SCOPE

Services refer to Sunday services at all APC Bangalore locations, including services held on special days and occasions, e.g. New Year, Good Friday, Christmas Day, Annual Celebrations, etc. While APC-Central will be your primary focus, oversight of, training and empowering of volunteer service coordinators at other locations will also be under your purview. As other locations grow, we can recruit full-time service coordinators for those locations under your oversight.

Events refer to all conferences, camps, seminars, weekend schools and workshops hosted by APC Bangalore. Most of these will be in Bangalore. Some may be hosted in venues outside Bangalore. Outstation events that are part of APC missions will be coordinated directly by the Missions Coordinator and hence are not under the purview of the Service and Events Coordinator.

ROLE DESCRIPTION

Services

- 1) Ensure that all pre-service arrangements are done so that every church service starts on time and flows smoothly.
 - 2) Develop, coordinate, and provide oversight to all volunteer team leaders and their teams at the location (ushers, parking, greetings, registration desk, sound, setup, media presentation, video, streaming, light, décor, security, children's church, post-service prayer, etc.) to ensure each team functions perfectly. This would mean that staff and volunteers are serving well, have what they need to do their tasks well, and all teams interact and function together as one cohesive unit.
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- 3) Continuously review processes and improve results.
- 4) Grow teams and volunteers as attendance and number of services increase at each location.
- 5) Work with APC pastors, staff, and volunteer teams (Team Leaders and Team members) to ensure services run smoothly and efficiently.
- 6) Be in close touch with church members and congregants to recognize their needs when attending services and provide ways to address their needs.
- 7) Work with the Head of Operations and/or senior pastor to recruit full-time staff as required for specific roles to serve at the church services.
- 8) Interact with vendors/suppliers whose products and services are required.
- 9) Coordinate with APC guest speakers/guests to arrange for their travel, accommodation, local transport and hospitality.

Events

The events co-ordinator will head the event management function of APC-Bangalore and will be responsible for the following:

- 1) Make bookings/reservations for the best suited venues for all respective events well in advance (typically 3 to 6 months in advance)
 - 2) Negotiate with the owners of venues to get the best possible rates/rents and payment terms
 - 3) Coordinate with APC Volunteer teams who are serving in various areas to ensure they are informed, trained, and execute their responsibilities well.
 - 4) Coordinate with APC Staff: Administrative staff; Media team to have promotions done; IT Team to have website content kept updated with venue and registration information; Pastors and Ministry Leaders for information about speakers/topics, etc.; Accounting team to get approvals, payments, reimbursements done.
 - 5) Co-ordinate logistics (travel, sound, power supply, lighting, décor, hygiene, seating, catering, stay, faculty hospitality, etc) of every aspect of the event from start to finish.
 - 6) Coordinate Media, Live-streaming, child-care, special services, etc. for the event.
 - 7) Ensure promotions and registrations of events are done well in advance (3 to 6 months) so that participation is maximized.
 - 8) Coordinate with APC guest speakers/guests to arrange for their travel, accommodation, local transport and hospitality.
 - 9) Ensure that all bills of the events reach the accounts dept of church office and also make sure that the payments/rents reach the respective organizations/vendors.
 - 10) Continuously observe the processes, people, venue, payments, etc of all current APC meetings to improve and bring in excellence in execution.
 - 11) Ensure that all points in the flow of the event happen smoothly.
 - 12) Be involved in the planning of future meetings to give valuable inputs and take critical feedback.
 - 13) Report directly to the Head of Operations and/or Senior Pastor
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Must establish and foster exemplary relationships with church staff, volunteers, and members.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- 1) Minimum five (5) years of professional work experience in a corporate organization working, interacting, and engaging with multiple teams across an organization.
- 2) Must have experience working with multiple teams including, but not limited to logistics, audio, video, streaming, and IT.
- 3) Must have experience working with vendors/suppliers that are typically needed for events/church services. Must be able to negotiate and obtain best product/service at right cost.

REQUIRED KNOWLEDGE AND SKILLS

- 1) Must have exceptional interpersonal skills and must be able to understand and work well with people of diverse temperaments, backgrounds and skill-sets.
- 2) Must be able to troubleshoot and quickly resolve problems that typically arise in a event/service related setting.
- 3) Must have the ability to plan 6 to 12 months or more to plan for and organize events.
- 4) Must have strong organizational, communication, and coordination skills.
- 5) Must have good knowledge of social media and other digital engagement strategies for event promotions.
- 6) Leadership skills for directing team of volunteers.
- 7) Commitment and ability to work in and contribute to overall staff in team-based environment.

GROWTH OPPORTUNITY

You will have the opportunity to expand your team, as volume of work increases, develop, and lead a team of people. Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example and sold out to God!



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