



First Presbyterian Church of Napa Event Coordinator: Scope of Work

The below scope of work was developed by the First Presbyterian Church of Napa (“church”) as a guide for the newly proposed, contract Event Coordinator (“Event Coordinator”), in their duties at the church.

The Position:

The Event Coordinator is a contractor, not a church staff position. As such, the church will pay for the services rendered by the Event Coordinator per the schedule of fees agreed to upon execution of a contract agreement for services between the church and the Event Coordinator.

The Hours:

The hours worked are expected to be relatively low upon the initial arrival of an Event Coordinator. As the church continues to solicit the availability of its facilities for use by the public for weddings, parties, plays, classes, sporting events and other special events however, it is expected that the hours required will increase. The goal of the church is for its facilities to be utilized to their fullest potential.

The Facilities:

The church has a wide range of facilities that can be utilized for multiple purposes. The following is an incomplete list of the available facilities:

- Sanctuary
- Chapel
- Classrooms
- Fireside room with attached kitchen
- Full, industrial kitchen
- Playground with sun/rain cover
- Gymnasium
- Dining room
- Etc.

Please note that the above facilities may have very specific use restrictions or requirements. Please communicate with Church staff to gain a full understanding of possible use restrictions or needed coordination prior to booking a space.

Coordination with Church Staff:

The Event Coordinator will be put in contact with clients that contact the church to inquire about events and facilities use. The church intends to promote events and facilities use via its website and social media, as well as through word-of-mouth. The Event Coordinator is also encouraged to promote events and facilities use at the church.

One of the main duties of the Event Coordinator, is to coordinate with church staff, primarily the Office Manager. The Office Manager will check proposed dates for events against the event calendar, to ensure that no spaces are double booked and that events are not likely to infringe upon one another.

The Event Coordinator will also need to work with the Office Manager to ensure all contracts and insurance, etc. are completed correctly and received before the event. The Office Manager will collect payment and coordinate with the Finance Manager on billing.

The Event Coordinator may work with the Office Manager (or other church staff as needed) to provide potential clients with a property tour and discuss logistics and item availability for each room or location.

Given the need to work closely with staff, it is recommended, that the Event Coordinator establish good working relationships with all church staff.

Logistics:

The main functions of the Event Coordinator are here broken down into three categories as follows: before, during and after an event.

Before:

- Make contact, conduct tours and consultations with clients.
- Verify timing and coordinate with the Office Manager regarding the Event Calendar on Event and all details in conjunction and preparation (Delivery, set-up, etc.)
- Review the Facility Use Policy and Wedding Policy.
- Review Level of Service Available. Be available to provide guidance and direction.
- Explain the costs and billing process to the client.
- Payment is due prior to the event per the Facility Use Policy.
- Verify and coordinate any additional details with staff as needed (Pastor, Media Director, Organist, etc.)
- Maintain contact with Office Manager or other relevant staff regarding any changes.
- Obtain confirmation from the Office Manager before confirming availability with a client.

During:

- Open the facilities and disarm the alarm.
- Be available for any day-of setup or deliveries.
- Monitor the proceedings to ensure conformance to the Facility Use Policy.
- Remain available for questions, assist and to provide excellent customer service.

- Monitor the cleanup process and do a walk-through of the facility to be sure no safety hazards exist and that all non-church items are collected.

After:

- Close up and lock facilities/arm the alarm system.
- Follow-up with the client to hear feedback about the experience and make changes if needed.
- Advise FPC Office of status of completed event. Share issues if any.

Attachments:

- a. Facility Use Policy
- b. Wedding Policy

Please note that the above referenced policies may have sections that are out-of-date or require revision. Furthermore, some of the positions and titles referenced may have changed since the adoption of the policies. To ensure that proper channels of communication are followed, please coordinate with Church staff.