



Area Coordinator of Events (ACE)
Volunteer Description and Expectations



Thank you for your interest in serving as an Area Coordinator of Events for Abide – Young Adult Reformed Fellowship. As an Area Coordinator of Events, you will serve on the Events Committee with other ACEs from your region under the Regional Events Manager.

The purpose of the Events Committee is to plan, coordinate, and implement 3-4 events per year within each established area of the Abide community. The Area Coordinator position takes approximately 2 hours per week, but this may vary as an event approaches. The term limit for this position is set at 3 years.

Area events are organized activities that can be a half day to a full day or weekend in length. The purpose of the events is to promote intentional Christian fellowship outside of the annual retreat each year. True fellowship is only had when the Gospel is present, so there must be a strong focus on the Word of God at each event. This is achieved through Scripture reading, a reflection on the passage, and prayer.

Examples of past regional events include hiking in Yosemite, spending time at the beaches in southern California, or attending conferences. With each event, Abide connects those traveling from a far distance to local young adults so they can enjoy hospitality before heading home.

The required qualifications for Area Coordinator of Events are as follows:

1. Must be a young adult no older than mid-thirties.
2. Must be a member in good standing of a NAPARC or NAPARC like church.
3. Must display a passion for reaching out to young adults and be committed to the mission of Abide – “Cultivating intentional Christian Fellowship to strengthen the bonds between reformed and presbyterian young adults and their churches”.
4. Must agree to follow and uphold Abide’s Principles of Excellence.
5. Must have gifts in administration including organization, communication, and logistics.
6. Must provide endorsement from the local Church council or consistory. (It is intended that the local Church will provide spiritual oversight for the Area Coordinator and the Abide Regional Management Team will provide operational oversight.)

The expected roles and responsibilities for Area Coordinators are as follows:

1. Organize 3-4 events per year, preferably at least one being a joint event with another nearby area (if applicable).
2. Coordinate and network with local churches within the area.
3. Attend regular (monthly or bi-monthly) meetings online with the Regional Events Committee and Regional Team meetings.
4. Attend the yearly, in person Leaders Summit
5. Enter data and event registration utilizing Abide’s communication software.



Expectations

30 Day

- Meet with the Regional Event Manager to cover basics of event planning, including appropriate events, potential schedule for the year, and methods of communicating with NAPARC churches in your area.
- Send an introduction email to NAPARC churches in your area.
- Gain access to necessary accounts (Google Apps, email, etc.) from the Administrative Assistant.
- Receive your “ACE event kit” (including sign, first aid kit, etc.)
- Understand the timeline for event planning:
 - Filling out the Event Announcement Form
 - Scheduling your communications
 - Day of event planning
 - Event Survey
 - Post-event details (sending pictures and event recap to marketing manager, event debrief meeting with Events Manager, etc.)
- Start planning basics for your first event with Events Manager guidance OR (if applicable) work alongside an established ACE to see the event planning process.
- Learn how to communicate with peers at the area level and team managers on the regional level.

60 Days

- Become independent with communicating with NAPARC churches in your area.
- Start your event planning independently of others by following the event timeline including:
 - Event Announcement Form filled out and submitted to appropriate people
 - Bulletin announcement emails scheduled
 - Emails to participants scheduled
 - Event Survey created
 - Event group picture and pictures from the day along with a recap sent to Marketing Manager
 - Post-Event debrief scheduled with Events Manager
- Independently communicate with other ACE’s and with members of the Management Team

90 Days

- Function independently as an ACE with supervision from the Regional Events Manager

If you are interested in becoming an Area Coordinator of Events complete the Volunteer Application. If you have further questions, please reach out to Abide at abide@abide.net or 559-372-9888.

