



WINGS Special Events Coordinator Responsibilities

The Ladies' Special Events Coordinator is part of the WINGS (Women IN God's Service) ministry at NorthWest Church of Christ.

The Ladies' Special Events Coordinator's responsibilities:

1. Develop a yearly overall plan of special events for the ladies of NorthWest Church of Christ (Activities might include retreats, brunches/luncheons, game nights, outings, attending conferences, etc.)
2. Develop a yearly calendar for the special events
3. Schedule the events on the church calendar
4. Publish the dates of the events on a WINGS calendar
5. Create teams to plan each of the special events
6. Determine the theme for each event if appropriate
7. Plan the activities during the special event
8. Promote the events in the church bulletin and webpage
9. Encourage participation in the events
10. Monitor and maintain the Special Events Budget