

DFC Ministry Coordinator Duties for Events

Once the board has approved a ministry event, the ministry coordinator supports it in this way:

3-6 months before event:

- ☐ Duty Lists sent to Track Director (TD) or Event Administrator (EA) for:
 - ☐ Track Director ☐ Event Administrator ☐ Worship ☐ Intercession
 - ☐ Hospitality ☐ Registration/Book Table ☐ Tech ☐ Prayer Ministry
 - ☐ Photographers
- ☐ Obtain date(s) for all 6 projects for new tracks and new events as needed from TD or EA.
- ☐ Meet with EA as needed.
- ☐ Venue – receive, complete, and return contract to venue; order and send insurance document, forward invoice to bookkeeper for deposit.
- ☐ Website – Info needed to create event:
 - ☐ Venue(s) - links and contact emails ☐ Room costs for 3 and 4 days plus cost for extra day before and after the event
 - ☐ room costs – each type of room or accommodation ☐ meals/snacks cost/person
 - ☐ deadline for cancelling unused rooms ☐ teacher and track director bios and photos
- ☐ Brochure - create for current event for website and email.
- ☐ Save the Date - create and email DFC-wide or target audience(s). Use QR code square. Post to social media.
- ☐ Teachers – Obtain full address and travel invoices. Reimburse flights asap.
- ☐ Manuals ordered from printer in USA, if not enough in the DFC office, and sent directly to EA or designated person.

2-3 months before event:

- ☐ Send a ministry-wide reminder email about upcoming events. Send to socials.
- ☐ Send regular registration information to TD and track admin as registrations come in.
- ☐ Create postcards, announcement slides and next event advertising and send out to target audience. Attach links to emails for churches to add to bulletin or announcement slide.
- ☐ Package to be delivered to EA or another designated person:
 - ☐ Manuals (from DFC office) ☐ Bookmarks ☐ Prayer Mobilizer brochure
 - ☐ Mugs/books for sale ☐ STFC card ☐ What is DFC? brochure
 - ☐ Book/Mug Payment slips ☐ Donation envelopes and slips ☐ Praying hands stickers
 - ☐ Nametags ☐ Walks ☐ Credit Card manual payment slips
 - ☐ ☐ ☐ Walk-in Registration slips

1 month – 2 weeks before event:

- ☐ Send a ministry wide reminder email a few days before deadline for cancelling hotel rooms. Send to socials.
- ☐ Ensure with EA that team members register. TD or EA to follow up with expected registrants.
- ☐ Ensure that EA cancels unneeded hotel rooms. Update website.
- ☐ Discuss with EA - snacks/meals
- ☐ Discuss with EA - teachers ride from airport; extra nights accommodation/extra meals
- ☐ Caterer – Send deposit as needed.
- ☐ Send registration information to TD and EA as new registrations come in.
- ☐ Communicate with venue regarding credit card payment.

1 week before event:

- ☐ Create welcome brochure (optional) with info provided from EA, finalize schedule for participants/leadership provided by TD.
- ☐ Discuss with EA - print documents as needed or send to nearest Staples
- ☐ Welcoming email to participants to include:
 - Inviting Note – “looking forward to seeing you” “thanks for registering”, “we are praying for you”
 - Links for welcome brochure, schedule and map (as applicable)
 - Registrants are responsible for transportation to venue
 - Photo policy – check box for yes or no
 - Room check-in procedure
 - Location & website address of facility
 - Registration Procedure (date, time) including time of first session and location (room #)
 - Personal items provided or to bring along; notes about facility - it’s hot/cold, wear layers
 - Options for payments still owing, books/mugs, donations
- ☐ Discuss with EA about returning unused manuals, books, mugs etc.

1-2 Weeks After Event:

- ☐ Final payments sent to hotel, church, caterer plus reimbursements to team members and teachers.
- ☐ After Event email to participants to include:
 - feedback link (usually send twice)
 - final thank you email provided by TD (template?)
 - Invitation to DFI membership
- ☐ Ensure with EA that hotel, caterer and event venue are re-booked for next event if needed.
- ☐ Refund or get permission to turn registration into donation if registrant was unable to attend event.
- ☐ Ensure credit card donations are manually entered into Stripe; cash and cheques are banked and assigned to appropriate donor in Basic Funder.
- ☐ Receive and file permission forms from prayer ministry appointments in event file.