

Concord Church Position Description
Job Title: Event Conversion Crew
Reports to: Facilities Supervisor
Updated: October 17, 2017
Non-Exempt

General Summary

The Event Conversion Crew ensures that any special events are properly set-up and torn down per Concord's standards.

The Event Conversion Crew exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Perform work as needed to maintain, prepare, set-up/tear-down for Concord Special Events. This position must ensure proper staging of the event area and set-up/tear-down of venue.
- Partner with maintenance team to ensure the event is properly cleaned upon conclusion of events.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned with limited supervision.

Supervisory Responsibilities

This position is an individual contributor role with no direct reports.

Education and Experience

This position requires a minimum of a high school diploma or GED; and one year of related work experience.

Physical Requirements

An employee in this position primarily works in a typical building maintenance environment, and uses equipment to fulfill the position duties. An employee in this position is required to walk, hear, speak, and stand to interact with vendors, church staff, members, and volunteers and lift at least 75lbs. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

This position is required to procure supplies and equipment away from the primary church location. A valid Texas drivers' license and acceptable motor vehicle record is required.

Concord Church Membership

This position is not required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.