

Board of Family Ministry

Boy Pioneers Special Events Coordinator

Mission Statement: Boy Pioneers is a youth ministry that exists to reach out and nurture the young men and boys of Trinity. Boy Pioneers provides a rich opportunity for the boys to explore and experience the wonders of God's creation, to strengthen Christian friendships, and to learn new skills for everyday life. All this is centered in God's Word and consistent with the doctrine of the Wisconsin Evangelical Lutheran Synod.

Description: The Boy Pioneers Special Events Coordinator is responsible for the special events that the Boy Pioneers hold and participate in. The Special Events Coordinator plans, coordinates, and leads the special events that the Boy Pioneers program holds for church involvement, fundraising, and Christian fellowship.

Qualifications:

- Communicant member of Trinity Ev. Lutheran Church
- Responsible, dependable, and trustworthy
- Organized and detail-oriented
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Plan and coordinate annual special events: Year-beginning kick-off meeting; Annual Lenten dinner; Annual pine car derby and concession stands; Year-end awards banquet.
 - a. Keep accurate notes on purchase quantities and attendance at special events to aid in the following year's coordination and planning.
 - b. Shop for food and supplies necessary for special events and submit receipts to Pioneers Bookkeeper.
2. Plan and coordinate monthly special events. Occasionally, besides a monthly meeting, the boys meet together to encourage spiritual fellowship among Boy Pioneers members, family, and friends, and as an outreach tool.
 - a. Keep accurate notes on purchase quantities and attendance at special events to aid in the following year's coordination and planning.
 - b. Shop for food and supplies necessary for special events and submit receipts to Pioneers Bookkeeper.
3. Attend meetings.
 - a. Attend bi-annual planning meetings of the Boy Pioneers leadership team.
 - b. Attend monthly meetings and special events of the Boy Pioneers group.

Time Commitment:

- 5 hours per month; more time is necessary around the bigger events of the year
- 1-year term, from July through June; may serve successive terms, at the discretion of the Board of Family and the rest of the Boy Pioneers leadership team

Relationships: The Boy Pioneers Special Events Coordinator works closely with and is responsible to the Boy Pioneers leadership team, including the Boy Pioneers Trainmaster, Boy Pioneers Recruiter/Communications Coordinator, Pioneers Bookkeeper, and the Boy Pioneers Leaders. The Special Events Coordinator keeps communications open with parents and other adult members of the congregation interested in helping out with the Boy Pioneers program.

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Training: The Boy Pioneers Special Events Coordinator is trained by the outgoing Special Events Coordinator. The Special Events Coordinator may participate in further leadership training, as available.