



FIRST BAPTIST CHURCH OF GLENARDEN
JOB PROFILE:
ASSISTANT DIRECTOR OF EVENTS



**CONNECTED.
RESULTS-DRIVEN.
BEST IN CLASS.**



THE FBCG STORY

In 1917, Mr. and Mrs. Robert Warren planted a seed: a humble, at-home Bible study. Fast forward 100 years and that kernel of faith has grown to become the internationally renowned First Baptist Church of Glenarden International! God has done great things at First Baptist Church for over 100 years.

The history of First Baptist is one filled with faithful men and women of God who helped build their community and stood tall for Christ during the Civil Rights movement. To this present day, FBCG is committed to spreading the gospel of Christ and making a positive impact in our culture.

On January 14th, God called Pastor John Jenkins, a true son of this church, came back to FBCG to become its Senior Pastor. Under his faithful and humble leadership, FBCG began to reach hundreds and then thousands of souls for Christ.

Through Pastor John's leadership, an incredible ministry began to as the unique pouring out of God's Spirit began to overflow. As a result, in 1996, FBCG founded SHABACH! Ministries, its community service arm, empowers and educates the next generation of young people in the community.

Worship services and special events are viewed online in more than 20 countries. FBCG also has high-level classes through its Bible Institutes and has a strategic partnership with Denver Seminary.

FBCG is blessed to have some of the best Bible teachers and musicians come to minister in their church. Dr. Tony Evans, Bishop TD Jakes, Kirk Franklin, CeCe Winans, and many more great men and women of God come to FBCG as guest ministers.

FBCG is committed to making “dynamic disciples” and makes teaching the word of God a priority by having many options to grow as a follower of Jesus through the Bible Institute.

During the COVID pandemic, FBCG experienced unprecedented growth worldwide through its online ministry. Over 60,000 people all over the world now call FBCG their church home. You never know what to expect at FBCG!

FBCG CHURCH VISION STATEMENT

**Developing Dynamic Disciples through Discipleship,
Discipline and Duplication**

FBCG CHURCH VALUE STATEMENTS

S - Seek God First

Matthew 6:33

We commit to seek God first for direction in every decision, whether great or small.

E - Evangelism

Matthew 28:19

Because it is God’s desire that no one should perish, we are equipped to share the love of Christ wherever and whenever, with anyone, out of gratitude for God sparing us from eternal damnation.

E - Excellence

Daniel 5:14, 6:3

We strive to give God our very best! Diligence, responsibility and faithfulness are essential ingredients to succeed in anything God has tasked us to do, as demonstrated by Daniel.

FBCG CHURCH VALUE STATEMENTS

H - Honor/Humility

Romans 12:10

Esteeming others higher than ourselves, regardless of their title, position or status, is our priority because everyone was created in the image of God.

I - Integrity

Job 31:6

Honesty is demonstrated by doing what we commit to do.

M - Mentoring

2 Timothy 2:2

God has given everyone a purpose, and we commit to impart in others lessons learned to help them fulfill their destiny.

Why work at FBCG?

Pastor John and his team have created a phenomenal ministry culture. For those who come onto the FBC team you will discover:

1. A ministry team that is authentic
2. A ministry team that honors Christ together
3. A ministry where there is freedom from micromanagement
4. A ministry where you will be developed to be the best version of your God-given self.
5. A ministry team where you work with some of the best ministry talent the U.S.

Turnover at FBC is very low.

Why? Because it is a fantastic place to be.



JOB SUMMARY

The First Baptist Church of Glenarden is seeking a full-time Assistant Director of Events to assist with the day-to-day oversight of the Events Department pertaining to catering, event coordination, scheduling, and logistics. This position plans, directs, coordinates, and executes activities of the department, as well as supervising staff. This is a very hands-on position with management responsibilities. The incumbent will assume the responsibility of documenting all processes and procedure of the department and maintaining them on an as needed basis. The Assistant Director will also participate in the budgeting process. Acts on the behalf of the Director in their absence. This position reports to the Director of Events and requires extreme schedule flexibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with the management of the event operations to ensure the integrity of all events at FBCG.
- Assist with the development and management of the departmental budget.
- Develop and maintain departmental process and procedures.
- Develop and issue reports reflecting activity of the department.
- Assist with the management and development of the various departmental teams:
 - Event Services – responsible for the set-up of standard and executive set-ups of tables, chairs, maintaining the upkeep of all equipment. This department is also responsible for overseeing the use of technology for virtual meetings.
 - Scheduling – responsible for scheduling meetings/events, processing event proposals, assisting ministries with planning of events, producing event work sheets for Event Services, Catering, securing event locations for retreats and conferences.
 - Food & Beverage – providing food and beverage requirements for special events, funerals, Pastors staff meeting, regular board meetings, preparation and serving food weekly to ministries on Sundays, maintaining a sanitary work area.

IS FBCG FOR YOU?

- Are you detail-oriented and possess the ability to introduce creative, innovative details/ideas?
- Do you consider yourself having the spiritual gifts of serving and hospitality?
- Do you carry vast knowledge of the hospitality industry in convention services, set-ups, and knowledge of food and beverage?
- Would you describe yourself as organized with the ability to establish priorities while meeting deadlines in a fast-paced environment?
- Are you good at multi-tasking?
- Are you goal-oriented?
- Can you investigate and analyze information to draw conclusions?
- Do you carry strong interpersonal and communication skills while being an effective team player?
- Are you a self-starter and prioritize punctuality?
- Do you communicate effectively?
- Do you have experience in managing contractual arrangements?
- Do customer relations and interpersonal skills come easy for you?
- Are you able to adjust plans quickly?

If this sounds like the perfect fit, reach out to the Group ONE39 team today!



CANDIDATE PROFILE

- 3 H's are a MUST...hungry, humble, & hustle
 - Highly motivated initiator & self-starter
 - Think fast & act quick
 - If you have to ask what emotional intelligence is, NEXT!
 - Drama free, please!
 - Have fun, laugh, and walk in joy
 - Flexible, driven, goal-oriented and gets it done early
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WASHINGTON D.C. METRO AREA

The Washington D.C. metropolitan area (also known as the National Capital Region and colloquially as the DMV for "D.C., Maryland, Virginia") is the metropolitan area centered on Washington, D.C., the capital of the United States. The area includes all of the federal district and parts of the U.S. states of Maryland, Virginia and West Virginia. It is part of the larger Baltimore-Washington metropolitan area.

The Washington D.C. metropolitan area is one of the most educated and most affluent metropolitan areas in the US. Attractions abound in the area, offering a range of activities. Washington D.C. offers national monuments and museums like the world-famous Smithsonian; Baltimore attracts visitors to its Inner Harbor area with the National Aquarium and is the home of Under Armour; while Northern Virginia offers a blend of Civil War history and wineries with a growing business climate.

The Washington Metro allows for easy access to and around our nation's capital and surrounding areas. Six lines run throughout the day from more than 90 stations in the DMV. We have three major airports (Baltimore-Washington International, Dulles International and Reagan National).

We love what we do!

Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.

Our vision is transformation & our mission is

Transforming people + organizations

Values



Fun

We will laugh hard & often.



Generosity

We will give & not take.



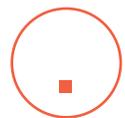
Integrity

We will be the same in public & private.



Team

We are better together.



Simple

Complexity is the enemy of growth.