

OPPORTUNITY PROFILE
Event Coordinator



OPPORTUNITY OVERVIEW

The Events Coordinator provides organizational leadership and logistical support for all church events outside of Sunday morning services. This role focuses on coordination and execution—not creative direction—by supporting ministry leaders and teams through clear communication, scheduling, and resource management. The Events Coordinator ensures events are properly staffed, prepared, and executed with excellence.

Working closely with staff, ministry leaders, and volunteers, this position oversees event logistics, personnel coordination, and technical production needs for approved ministry-specific and church-wide events.

KEY RESPONSIBILITIES

- Coordinate people, schedules, and resources for church events.
- Serve as the primary point of coordination for non-Sunday service events.
- Communicate and collaborate with ministry leaders, staff, volunteers, and support teams.
- Schedule and manage volunteers and teams using Planning Center Services.
- Coordinate with AVL, Communications, Facilities, Kitchen, and Gym Set-Up/Tear-Down teams.
- Support wedding and funerals coordinators and special events.
- Collaborate with the Service Director on Sundays as needed.

SCHEDULE EXPECTATIONS

- Primary on-site day: Tuesday (meetings and staff gatherings).
- Remaining hours scheduled based on event needs.
- Flexibility required for evenings, weekends, and special events.

KEY SKILLS & QUALITIES

- Strong organizational, communication, and project management skills.
- Ability to coordinate volunteers, staff, and contractors.
- Team-oriented and collaborative.

- Experience with or willingness to learn Planning Center Services.
- Flexible, dependable, and solutions-oriented.
- Heart for serving the church and supporting ministry events.

REPORTING & COMPENSATION

- Reports to: Operations Director.
- Time Commitment: 20+ hours per week (flexible based on event need).
- Compensation: Based on experience and fair market value (hourly, non-exempt).

APPLICATION PROCESS

Please submit a resume and cover letter in PDF or Word format to Cathy Bohnen at cbohnens@rockpoint.church.

In your materials, include:

- Summary of professional and ministry experience.
- Church size, staff structure, and your role in that context (if applicable).
- Involvement in local church and your heart for ministry.
- A brief introduction about yourself or your family.



HISTORY

In 1968, ten families took a leap of faith and began praying over a shared dream of establishing a church in the northeast suburbs. By 1969, they had begun meeting for worship at an elementary school.

Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home led to the construction of a portion of our former facility, completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980s. Space became inadequate for the quality ministries the church sought to provide. Phase 1 of a new facility addition was completed in 1986. However, when Phase 2 was considered, it became clear that the current site was too small.

To continue expanding its ministry and impact, the congregation voted in 1996 to purchase 108 acres of land and relocated to Lake Elmo. Through prayer and sacrificial giving, God miraculously provided the \$1 million needed to purchase the land. After years of collaboration with the city, our new facility was completed, and our first Sunday service was held in July of 2007.

In anticipation of this move, the church also changed its name from *Lakewood Evangelical Free Church* to *Rockpoint Church*, ready to launch ministry into a new region.

Throughout our history, countless prayers and sacrificial giving of time, talents, and treasures have marked our journey. Based on God's faithfulness, and with humble dependence on Him, our leadership believes the Holy Spirit is prompting us to pursue a new work—locally and globally. As we step into Rockpoint's future, we believe God will continue doing a fresh work in the lives of each person, in our community, in the Northeast Metro area of the Twin Cities, across the nation, and around the world.

We invite you to visit www.rockpoint.church to learn more.

Our mission: *To multiply disciples through a healthy church.*

Our vision: *Made to multiply – Grow in your love of God, and go love your neighbor.*

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America and is congregation-led. This means the following items require approval by a majority of church members:

- Annual budget
- Placement of the Senior Pastor
- Appointment of Elders and Deacons
- Sale of properties (as outlined in our bylaws)

Elder and Deacon Boards:

- The Elder Board is comprised of men only.
- Both men and women serve on the Deacon Board.
- The Senior Pastor is a voting member of the Elder Board and is accountable to it.
- The Executive Pastor is a non-voting member of the Elder Board and oversees all staff, reporting directly to the Senior Pastor.

The Elder Board is responsible for the overall direction and spiritual life of the church. Once vision and direction are established, the implementation is carried out by the pastoral staff under the leadership of the Senior and Executive Pastors.



About our community

Rockpoint Church is a vibrant, multi-generational congregation located in Lake Elmo, Minnesota—a scenic and thriving suburb just 24 miles east of Minneapolis. Nestled near the picturesque St. Croix River and surrounded by rolling farmland, Lake Elmo offers a unique blend of rural charm and suburban convenience. With a population of approximately 15,359, the city has experienced significant growth, reflecting its desirability as a place to live and work. The area boasts top-rated schools, expansive park reserves, and a strong sense of community. Rockpoint Church has been a cornerstone in this region for over 50 years, known for its dynamic worship services, commitment to multiplying disciples, and impactful ministries that resonate throughout the Twin Cities. Our modern campus is designed to foster connection and spiritual growth, making Rockpoint not just a place of worship, but a hub for community transformation.

*We're located at:
5825 Kelvin Ave N
Lake Elmo, MN 55042*