

# **LYO EVENT ASSIGNMENTS**

## ***JOB DESCRIPTIONS***

### **GENERAL: FOR ALL ASSIGNMENTS**

- Research ideas and costs for your assignment.
- Make proposal to LYO Board and Event Manager (Synod Coordinator of Youth Ministry or other assigned adult).
- Meet with assignment team members as needed to make plans.
- Be in communication with the Event Manager regarding arrangements for your assignment as they are being made and throughout the process.
- Submit in writing arrangements for your assignment to the Event Manager according to assignment timeline.
- All contracts must be approved and signed by the Event Manager, Synod Coordinator of Youth Ministry or other paid staff from the NE MN Synod.
- Confirm all arrangements two weeks before Event.
- Responsible for your assignment at the Event.
  - Responsible for set-up, supervision and clean-up.
- The LYO Board will determine together the choices for hotel, meals, speaker, theme, logo, sound system and band for the Middle School Gathering.
  - One or more board members may be assigned to research the possibilities and costs of each area to present to the board.
  - The Event Manager will be responsible for communication with these groups once the board has made their decisions.

### **ASSIGNMENT ONE: CLUSTERS**

- **Middle School Gathering**
  - **Welcoming Clusters, Learning Clusters and any specialty clusters**
    - Determine type, number and topics for clusters.
    - Recruit cluster leaders and/or presenters.
    - Be in communication with presenters regarding needs (overheads, white board, props, chairs, space needs, pencils, paper, etc.)
    - Be in communication with presenters regarding needs for transportation, housing, and meals.
    - Make arrangements for any needs for cluster presenters.

(OVER)

- **Cardia Deo (Sr. High) Retreat**
  - **Welcoming to event**
    - Plan welcoming activities when groups arrive
  - **Saturday Servant Event**
    - Determine type and location
    - Make arrangements for transportation
    - Make arrangements for lunch
    - Make arrangements for any needed supplies
  - **PUMPED Sessions** (Large Group Gatherings) with Event Manager
    - Stunts, skits, games, and giveaways
  - **Closing Worship**
    - Plan Sunday closing worship with help of a pastor
    - Recruit ushers, communion servers and other needed helpers
    - Purchase supplies and make all preparations for worship
    - Work with band to provide appropriate music.

## ASSIGNMENT TWO: ENTERTAINMENT

- **Middle School Gathering**
  - **Hotel Life Activities**
    - Crafts, games, dances, coffeehouse, pool, etc.
  - **G.I.G.'s** (General Assemblies), in coordination with Gathering Manager
    - Stunts, Giveaways, Schedule and Scripts
  - **Closing Worship**
    - Plan Closing Worship with help of a pastor.
    - Recruit ushers, communion servers and other needed helpers.
    - Purchase supplies and make all preparations for worship.
    - Work with band to provide appropriate music.
  - Any other special events or entertainment needs through the gathering as needed.
  - Recruit special guests, presenters and other helpers as needed to provide programming.
  - Be in communication with special guests and presenters regarding needs for space, chairs, platforms, performance times, housing, meals and transportation.
- **Cardia Deo (Sr. High) Retreat**
  - **Friday Mixers**
    - Large Group
    - Small (Bible Study) Groups
  - **Mystery Event**
    - Determine type and theme
  - **Saturday Night Camp Life**
    - Make arrangements for dance, coffeehouse, crafts, etc.
  - **Saturday Banquet**
    - Determine theme and any special activities for banquet.
    - Coordinate decorations and any other props or special music.