**Multi-Site HUB Events**

**Roles: Central and Campus**

**February 2020**

CENTRAL Team Roles

* Project/Ministry Director – oversees event and is final on event plans, equips and communicates with campus ministry director.
* Operations Director – oversees outside auditorium event environment and experience, equips and communicates with campus operations director.
* Service Programming Director – oversees inside auditorium event environment and experience, equips and communicates with campus service programming director.

HOST CAMPUS Team Roles

Campus Ministry Director - typically the director of that groups ministry base at Host Campus.

i.e. Kids Camp = Kids Director; Fusion Camp = Student Director; Marriage Event = Next Steps Director.

* + Primary Focus is *ALL guests and their next step*; pays attention to guests/attendees and how they will be served, also coordinates with other respective directors for cross-communication
  + Elements of this role include vision, values and strategy of event, leading and equipping Groups Team including Leaders, Coaches and HUB Leaders, lead and/or participate in DreamTeam Training Dinner, prep and/or lead/assist in training of Groups team and lead the DreamTeam huddle the night of the event.
  + Primary communication line: Central Ministry Director

Campus Ops Director – selected by campus

* Primary Focus: everything *outside* of the auditorium
  + Elements include check-in, food, lobby environment plan, leading and equipping First Impressions team\*, participate in DreamTeam dinner and assist in equipping team
  + Primary communication line: Campus Ministry Director to work with other campuses to build team; Central Operations Director for all other elements.

Service Programming Director - typically Arts Director at Host Campus

* Primary Focus: everything *inside* the auditorium; pays attention to how experience will be for guests inside the auditorium
  + Production/Music/Video as well as Photo/Social
  + Elements include local hosts, live speaker or elements, stream if applicable, live music if programmed, leading and equipping Arts/Production team members\*, etc
  + Primary communication line: Central Service Programming Director

Campus Pastor at Host Campus

* Primary Focus: Recruits and assigns ministry Director and Operations Director, service programming director is typically recruited by central service programming director
  + Receives updates if there are specific celebrations and/or concerns with leaders placed
  + Elevates any concerns with leaders placed or gaps in equipping to project/ministry lead
  + Once leaders in place, Primary Focus: Vision and support of Groups HUB event through vision casting and consistent invites to attend leading up to event, etc.
    - Takes part in any promotional needs for campus
* Day-of: Serves as a member of the ministry or operations team i.e. working the lobby to serve guests with ministry team
  + Provides overall evaluation post the event

NON-HOST CAMPUS Team Roles

Campus Pastor

* Primary Focus: Assists Directors in fulfilling DreamTeam roles needed at Host Campus
  + Receives updates if there are any gaps in team members placed
  + Once leaders in place, Primary Focus: Vision and support of Groups HUB event through vision casting and consistent invites to attend leading up to event, etc.
    - Takes part in any promotional needs for campus
* Day-of: Serves as a member of the ministry or operations team (may be asked to be a part of programming) i.e. working the lobby to serve guests with ministry team
  + Provides overall evaluation post the event

Campus Directors i.e. Student Directors, Kids Directors or Next Steps Directors as applicable

* Primary Focus: Working with Campus Ministry Director, fulfilling assigned DreamTeam roles needed at Host Campus as requested, partner with Campus Pastor if needed
  + Extend invites to serve and attend dinner
  + Add to PCO plan for event and dinner
  + Check to insure DreamTeam members are responding to PCO invites
  + Receives updates if there are any gaps in team members placed
  + Once leaders in place, Primary Focus: Vision and support of Groups HUB event through vision casting and consistent invites to attend leading up to event, etc.
    - Takes part in any promotional needs for campus
* Day-of: Attend the event as a staff member of their campus serving as a part of the ministry team with the focus on the guests and helping them take a next step
  + Provides overall evaluation post the event

\*Exec Members, Campus Pastors and Directors all are part of the Groups HUB events because of their staff roles, but are not expected to attend the DreamTeam Dinner or respond to a specific invite to serve unless they are asked to serve in a specific DreamTeam role. If they would like to attend the dinner, we would ask that they connect with their Campus Operations Director to RSVP, so that we can accurately account for them.