

SPECIAL EVENT COMMITTEE

OVERVIEW

The Special Event Committee supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by supporting high-quality parish events under the direction of the Special Events Chair(s).

RESPONSIBILITIES

The Special Event Committee works with the Special Events Chair(s) to produce a high-quality, engaging event for the entire parish or specific groups as requested. Committee members:

- assist the team with a job description given by the event chair.
- collaborate with other committee members to ensure the team completes the event as planned.
- communicate with staff and event chair about needs for your assigned portion of the event, such as budget, décor, food, production, set-up, clean-up, etc.
- note event areas that need parish communication and communicate those needs to the event chair.
- attend planning meetings as requested.
- ensure that supplies for event are ordered and delivered in a timely fashion. Secure budget from the event chair before making purchases.

RELATIONSHIPS

The committee member is a vital part of the event team. The support and preparation of planning a high-quality, well-attended parish event provides fellowship to all. The committee member is a mentor to others with knowledge of event planning and is a team builder.

TIME COMMITMENT

Varies with event; planning could take six weeks or more for large event; 2-3 hrs. day of event

SKILLS AND INTERESTS

Organization, ability to ask for help, team builder, creative, artistic.

RESOURCES AND TRAINING

No experience necessary, just a glad heart and excitement about seeing the event become a reality.

Curious? Interested in this ministry?

Contact Catherine Beemer, Director of Parish Giving, at catherine.beemer@stgeorgesnashville.org or 615-385-2150 x 244 or Robin Puryear, Director of Pastoral Care, at robin.puryear@stgeorgesnashville.org or 615-385-2150 x 247.