Resurrection Catholic Parish

Ministry Fair

Operations Manual

Table of Contents

Introduction.....1

Timeline.....2

Publicity.....4

Ministry Roster.....6

Sample Ministry Signup.....7

Rossman Hall Table Layout 8

Introduction

What is a Ministry Fair?

A Ministry Fair is an excellent way to communicate and personalize parish stewardship for all parishioners through the promotion of the various parish ministries and ways parishioners can practice their stewardship by sharing their gifts of time and talent. This is made possible by having representatives from all parish ministries available after all Masses on a weekend.

How do you do it?

Each year the responsibility for the organization and presentation of the Ministry Fair is led by one of the many ministries at the Parish. This provides the opportunity for all the individual ministries to act in a leadership role, while spreading the organizational effort throughout the parish.

In general the Ministry organizing the Ministry Fair should:

- Enlist the support of the pastor, who may write a column in the bulletin or use his homily to encourage attendance at the Ministry Fair.
- Incorporate the Parish Mission Statement and Stewardship Theme into all communications to the parish ministries.
- Personally contact the coordinator of each ministry in the parish and ask them to participate.
- Each organization or ministry should have its own table, booth or space.
- Encourage creative display of the ministries by having a contest for the most creative space.
- Every ministry/organization should have someone at their space after all Masses.
- Provide refreshments that are an upgrade from the usual coffee and donuts.
- Make for a fun and festive atmosphere by having balloons, streamers and music; give out balloons to the children who attend; and give out prizes.
- Each ministry coordinator is responsible for follow-up with the new volunteers identified at the fair.

Timeline

12 Weeks Prior to Event

1. Confirm with Parish office that Rossman Hall has been reserved for the Ministry Fair.
2. Update the existing Ministry Roster (see current list)
3. Review current Ministry Catalog to see if there are any new ministries to include or disbanded ministries to remove.

8 Weeks Prior to Event

1. Send Email to Ministry Heads to alert them about the Ministry Fair and whether they will be participating. (see sample in Appendix)
2. Have each ministry prepare a Ministry Minute summary to place at each table. (see sample in Appendix)
3. Recruit a Parishioner to present a witness talk at all of the Masses on the Pillar of Service.

6 Weeks Prior to Event

1. Verify refreshments for the three Masses.
2. Communicate with the parish Priest to plan on speaking about the Ministry Fair during his homily on the day of the event.

4 Weeks Prior to Event

1. Confirm attendance with Ministry heads and provide table assignments.
2. Send bulletin announcement to Parish office. Must be in the office Monday morning before the weekend of the announcement. (see sample in Appendix)
3. Send email update announcement to the Parish office. Must be to the office by Tuesday morning. (see sample in Appendix)
4. Confirm set up and takedown crews for day of the event.
5. Send work order to office for setup in Rossman Hall. (see sample in Appendix)

2 Weeks Prior to Event

1. Begin pre-Mass Announcements.
2. Confirm final layout of Rossman Hall
3. Confirm refreshments for the three Masses.
4. Present a Witness Talk on the Pillar of Service at all Masses

Friday Prior to Event

1. Provide 5 hour setup window Friday and Saturday afternoon.
2. Final confirmation for refreshments.
3. Put Ministry Checklist on each table. (see example)

Sunday of the Fair

1. Priest encourages participation in the Ministry Fair during his homily.
2. Sponsoring Ministry members are present at all Masses to encourage parishioners to visit the Ministry Fair.
3. A member of the Sponsoring Ministry reads the pre-Mass announcements.

Sunday afternoon post Event

4. Individual Ministries clear tables after the event.
5. Fold down tables and store per layout of Rossman Hall.
6. Cleanup Refreshments.
7. Empty garbage to the outside bin after all is collected
8. Vacuum Rossman Hall as needed.
9. Lock Doors in Rossman.

1 Week Post Event

1. Review notes and make changes to procedures as needed.
2. Update Ministry roster and contact info for next year's event.
3. Forward updated materials to Parish office.

Publicity

Sample Letter to Ministry Heads

This is the recommended text to send out to the ministry heads to determine their participation for the upcoming Ministry Fair.

Dear Ministry Leader,

It is time for Resurrection Parishioners and visitors to our parish to celebrate our Ministry Fair! We come together for this event every year to share and build our ministries, and to respond to God's call to each one of us to be good stewards of all God's gifts. God is asking us to make a commitment to share our time, talent and treasure with others in our parish and beyond. Therefore, the theme for our Ministry Fair is **"Insert Current Stewardship Theme here."**

WHEN: Saturday, September 16 and Sunday, September 17 after all the Masses.

WHERE: Rossman Hall

HOW: Each ministry will have a designated table or part of a table (depending on how much space is needed), and each ministry will be responsible for their own display. We encourage participants to decorate their display space, design and produce poster boards, and show photos of members in action. Please, keep the table staffed after each Mass. Please prepare your own Time and Talent sign-up forms to record contact info for those individuals wishing to join your ministry. In addition, many ministry leaders find it helpful to have a short "Introduction" document to present to people wanting to join. This should provide a brief summary and purpose of your particular ministry.

WHY: This Fair provides an opportunity for everyone to use their creativity, display their work, express gratitude and enthusiasm, and invite new members.

There will be wine, cheese and crackers after the 4:30 Mass. Following the Sunday Massess coffee and donuts will be served.

When responding to this message, please reply to **"insert organizing Ministry contact info"** to confirm your Ministry Fair participation and to reserve a space. If you have questions, contact: **"Organizing Ministry contact info."**

Thank you for participating in our 20XX Ministry Fair.

With gratitude and blessings from the ***"Organizing Ministry"***

Sample Resurrection Connection Insert

The Ministry Fair is being held after all Masses this weekend in the Rossman Hall. There are many new ministries this year so please take a few moments to stop by and reflect on how the Holy Spirit is calling you. Coffee and donuts will be served.

Sample Bulletin Insert

Welcome Weekend, Name Tag Weekend & Ministry Fair
September 17 & 18 in the Moisant Center
All are welcome!

Resurrection Catholic Parish wants to welcome all new parishioners who have joined the church within the last year. All parishioners are reminded to wear name tags at all Masses this weekend.

After the Masses, Ministry Fair tables will be on display in Rossman Hallfor all to explore. There are some wonderful new ministries joining our existing offerings. There will be many opportunities for you to get involved.

Take some time to reflect on how the Holy Spirit is calling you. How can you best share your gifts? Ministry leaders will be at the tables to answer any questions. Refreshments will be offered.

Sample pre-Mass Announcement

The Ministry Fair is being held after all Masses this weekend in the Rossman Hall. There are many new ministries this year so please take a few moments to stop by and reflect on how the Holy Spirit is calling you. Coffee and donuts will be served.

Resurrection Catholic Parish

Ministry Contact Roster

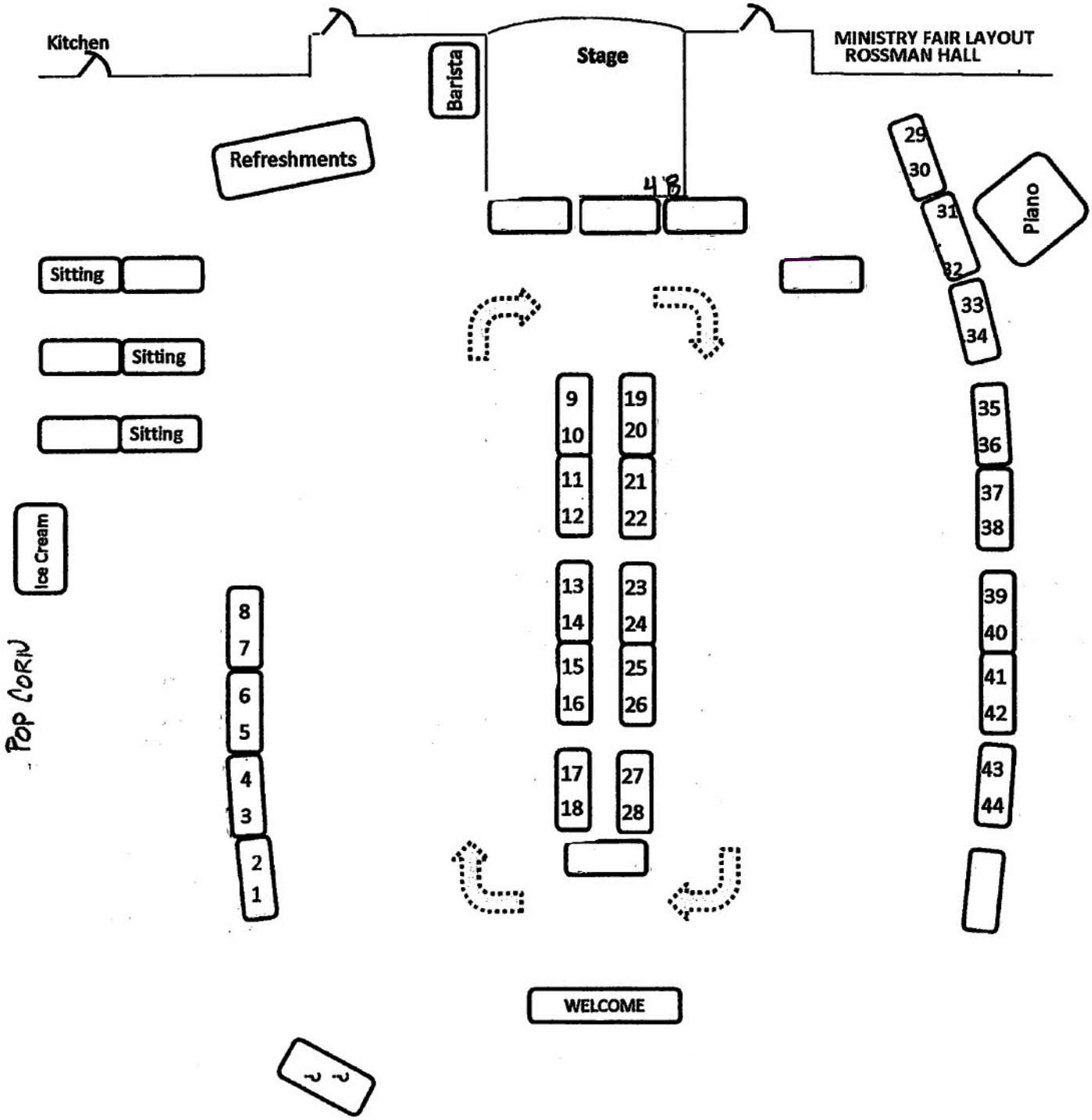
as of 9/1/2016

Blood Drive	Don Love	orlan82@msn.com
Breaking Bread	Jeannie Schuldt	jeanie.schuldt83@gmail.com
Bridge Club	Mary Margaret Claeys	cell: 503 997-6513; home 503 657-6513
Brown Bag Bible Study, BASIC	Betsy Taylor	betsy@taylorplanet.com
Celebrate Life	Andy Bergman	andybergs60@yahoo.com
Coffee & Donuts	Irene Jones	ijones@rcparish.org
Extraordinary Ministers of Holy Commu	Mary Neil	hrdneil@gmail.com
Finance Committee	Tony Orlandini	orlan82@msn.com
Funeral Receptions	Hazel McCoy	hazelmccoy@comcast.net
Garden Committee	Jeff Weigel	jwiegel@pcez.com
Health & Wellness	Kim Kiely	kim_kiely@yahoo.com
Homebound/Womens Bible Study	Judy Cook	judith.cook@comcast.net
Hospitality Mass Ministry	Joe Amato	joeacrg@gmail.com
Knights	Dave Telasha	kofc.13851.gk@gmail.com
Knitting Group (Mary's Cousins)	Laura Hamel	lhamel315@hotmail.com
Lead Sacristan/Altar Servers	Joan Lebarron	joanle@frontier.com
Lectors and Announcers	Jeff Akin	jeff.t.akin@gmail.com
Lenten Soup Supper	Mike and Mary Hainley	hainleyfam@gmail.com
Men's Ministry	Eugene Wallace	ejwallace@familybusinessadvisers.com
Music Ministry	Mychal Lotz	mlotz@rcparish.org
Parish Council	Molly Hoeflich	imlhi@aol.com
Peace & Justice	Penny McArdle	penny@mcardle.us
Prayer Chain	Mary Brewer	mary-brewer@comcast.net
Preschool	Tresa Rast	rcplittlelambs@gmail.com
Quilters	Laura Manske	laurajmanske@gmail.com
Stewardship Committee	Mark Neil	mark@nwwealthadvisors.com
SVDP	Thomas Frank	mail@thomasfrank.com
Tech Committee	Scott Wolff	ScottW@rwwcomplaw.com
Welcome Committee	Gloria Camp	tgcamp1@comcast.net
Women's Retreat	Ann Higgins	annohiggins@comcast.net

Sample Ministry Sign-up Sheet

“Ministry Title"

Name	Phone #	Cell Phone	Email Address


Kitchen
Barista
Stage
MINISTRY FAIR LAYOUT
ROSSMAN HALL
Refreshments
Piano
Sitting
Sitting
Sitting
Ice Cream
POP CORN
WELCOME
Entrance
JPB 6/1/14