Fairfield Glade Community Church

Community Enrichment Committee

TITLE: This committee shall be known as the Community Enrichment Committee.

DATE APPROVED: March, 2018

MISSION STATEMENT: To further the church’s image as “the friendliest church in the Glade” this committee will plan and present four (4) programs annually, not only for the enjoyment and education of its congregation, but will put special emphasis on including the community.

MEMBERSHIP: A Chairperson, Vice Chairperson and other members as needed, including the Pastor, ex-officio, and a Board Liaison.

MEETINGS: will be held the third Wednesday of each month, at 9:30 a..m. in the Stained Glass Room of the church. Additional or cancelled meetings will be at the discretion of the Chairperson.

REPORTS: A copy of the minutes will be presented to the Board each month when a meeting has been held. An annual Report will be submitted to the Administrative Assistant before December 15.

DUTIES: The **Chairperson** shall be appointed by the Board and will be responsible for:

* selecting and scheduling talent and dates of the programs
* recruiting committee members
* coordinating activities of these members
* insuring that a "set-up" crew is recruited to move (as necessary) chancel furniture, set up tables and chairs as needed
* scheduling meetings as necessary.

The **Vice Chairperson** will assume these responsibilities in the absence of the Chairperson.

**Committee Members** will be asked to help plan events, assist with Publicity (distribution of posters, programs, etc), prepare and host a reception after the program (as needed), or other aspects as requested by the Chairperson.

The **Pastor** will be asked to participate in the meetings and programs.

The **Board Liaison** will attend meetings and report back to the Board.

One special duty of this committee is the presentation of a Memorial Concert in November, to honor members of the Fairfield Glade Community Church family who passed since the previous concert. Specific duties include obtaining musicians, presenters and insuring the collection of

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information for the Rose Ceremony, reception following the service, a meal for the performers (if necessary) and DVD copies for the performers and family members as requested.

COORDINATION REQUIREMENTS: Committee members will communicate and coordinate with any other committees or staff that might be affected by programs being presented; especially **Worship and Music Committee** regarding the movement of chancel items and Sound engineers, who will be asked to record and produce at least two DVD copies of each program presented (program entertainment may request additional copies). Further areas of coordination are:

* Insuring that the Usher & Greeter sub-committees of W&M are prepared to provide the needed ushers & greeters for the Community Enrichment quarterly events. (As of the date of this SOP revision, the Usher sub-group chair has agreed to this responsibility, but it is not clear whether the sub-chair of the Greeters has agreed to supply greeters)
* Supply of information for deceased members (bio and short scripture) to be used for the Memorial Concert, has been agreed to be supplied by the Memorial Committee Chairperson (Dwain Graham)

FUNDING: There will be no charge for attending the programs planned by this committee. However, there may be a freewill offering suggested to defray expenses and/or as a contribution to our Missions Fund. In addition, a budget request will be prepared annually and submitted to the Finance Committee no later than September 15. \* An exception is the Memorial Concert presented in November, which has its own Fund in the church budget.

DISTRIBUTION: Copies of the approved committee SOP will be distributed at a minimum to the Board President, Board Liaison and the Church Administrative Assistant.

ACKNOWLEDGEMENTS: Prepared by June Mansfield, Chairperson, February, 2018.