

Special Music Events Planning Team Ministry Opportunities



**Fraser Lands Church
Vancouver, BC**

**Ministry Fair
Nov 2005**

What?

Special Music Events Planning Team for:

- ✓ City of Love
- ✓ Reflection of You
- ✓ An Evening in December
- ✓ Music Workshops
- ✓ Vocal Training Sessions

Why?

Because of our passion to create opportunities for inspirational worship for our congregation!

Where?

Knight Street Campus, Fraser Lands Campus and wherever God calls!

When?

- ✓ City of Love (Jan – March)
 - ✓ Reflection of You (July – Sept)
 - ✓ An Evening in December (December 24)
 - ✓ Music Workshops (as required)
 - ✓ Vocal Training Sessions (as required)
- ...and whatever else God wants!

Who?

YOU! - This ministry requires a diverse group of people with different spiritual gifts and talents to work together.

How?

Sign-up to be part of the Special Music Events Planning Team! Email us at vcac.music@gmail.com.

Event Planning Project Manager

- ✓ Manage event project – planning, execution, follow-up
- ✓ Compile Ministry Project Plan
- ✓ Create Work Breakdown Structure
- ✓ Coordinate regular status meetings between all parties
- ✓ Coordinate post mortem (design & report of questionnaire)

Execution of Planning

- ✓ Contact guest churches (if any)
- ✓ Venue bookings
- ✓ Marketing
- ✓ Recruitment of:
 - Music team (home & guest church)
 - Technical Arts crew (Light & Sound, PowerPoint)
 - Reception team (coordinate, decorate, facilitate reception)
 - Traffic/Security crew
 - Set up/Clean up crew
 - Sound and Pictorial archive person
 - General volunteers
- ✓ Other logistics

Execution of Event

- ✓ Pastor opening prayer
- ✓ Guest worship team song set
- ✓ Special presentation
- ✓ Home worship team song set
- ✓ Pastor closing prayer
- ✓ Backstage crew for operations
- ✓ Reception

Assistant Project Manager

- ✓ To shadow and support the needs of the Project Manager

Marketing

- ✓ Design posters
- ✓ Create fliers
- ✓ Market event
 - Our church (VCAC & FLC) – inserts, announcements, PowerPoint, website
 - Other churches – inserts, announcements, PowerPoint, website
 - Other means – email blasts, Praise 106.5
- ✓ Volunteer coordination

Reception

- ✓ Organize preparation crew
- ✓ Order and set out pastries/cakes
- ✓ Purchase & organize drinks
- ✓ Arrange simple decoration to set ambiance for reception
- ✓ Organize clean up crew
- ✓ Coordinate hosts/hostesses for ushering

Traffic Control

- ✓ Organize traffic control team
- ✓ Direct traffic for the evening (Before & after event)
- ✓ Clean up
- ✓ Volunteer coordination

Technical Arts

- ✓ Equipment set up & tear down
- ✓ Light set up & tear down
- ✓ PowerPoint
- ✓ Other special presentations

Photographer

- ✓ To capture the highlights of an event