

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener Fundraising Committee Member**

At St John's, our various ministries support our intention to be a faithful and thriving community. Connecting individuals and ministries is an act of mutual discernment—you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also have a trial time to assist further in this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

The Fundraising Committee serves a dual purpose in the life of the church: 1) it raises money that contributes to the operating expenses for the church as well as occasional special projects for the parish or beyond, and 2) it provides opportunities to build community and relationships through coming together to support the ministry of the church.

### **What gifts and skills are helpful for this role?**

- Creativity and imagination
- Ability to organize an event
- Work collegially with other committee members and volunteers
- A commitment to bring people together to have fun and deepen relationships

### **What to expect?**

- The Fundraising Committee members typically plan three or four events each year. This may include events like dinners, plant sales, or book sales among other creative ideas.
- Committee members usually meet three or four times a year.
- Committee members usually work with other volunteers from the church to carry out an event.

### **Responsibilities**

- Prepare a fundraising proposal for the year, including fundraising targets and submit to Parish Council for approval in October.
- Coordinate with the church calendar through the office to clear the dates for the events.
- Publicize events within the parish and wider community well in advance of the event.
- Create a schedule of event logistics and delegate tasks. This includes recruiting additional volunteers to help with set-up, the event, and clean-up.
- Submit invoices for the event in a timely fashion, track and submit money raised from the event, update supporters on how much money was raised, and send thank you notes.

**Accountability:** To the Churchwardens and Parish Council