

# New Member Orientation - Parish Life Commission

2016



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# Parish Life Commission (PLC)

July 16th, 2015

Dear PLC Members,

If you are reading these lines, it means you have completed Discernment, made the personal commitment to share your time with us - at least for the next three years, and been selected to join the Parish Life Commission (PLC). The most social commission at Holy Name Cathedral.

## **Congratulations, and welcome to the family!**

The main goal of the PLC is to increase and promote fellowship amongst parishioners via the creation of fun, diverse, lively social events and gatherings. Our events bring a lot of joy and fun to the parish community.

The more you put into being a member of the PLC, the more you will get out of it. I started my 3-year PLC term as a new member, just like you, and it's because I seized every single opportunity to raise my hand and help, that I am privileged to write these lines today.

In the following pages, you'll find all the basics that a PLC member should know: Event schedules, planning procedures, key contacts, and so on.

I thank you in advance, for donating your time in the service of God, and the Holy Name Community. But also for the considerable talents, experience, creativity and work ethic I know you will bring to your volunteer role.

May this booklet serve as a compass, and please know that Peggy and I, are both here to guide and support you throughout your journey.

Sincerely,

Rob Hendricks, PLC Chair

Peggy McBrady, PLC Vice Chair

# Parish Life Commission (PLC)

## Introduction

The PLC is responsible for organizing the following Events (programs):

- **PLC Breakfast Series:** French Toast Breakfast; RCIA Breakfast; Pancake Breakfast
- **PLC Dinner Series:** Mardi Gras Dinner; Lenten Dinner; Pasta Dinner
- **PLC Summer Activities Series:** Coffee in the Courtyard; Ice Cream Social; Wine Tastings
- **PLC (HCC) Social Networking Series:** tbd: Quarterly
- **Special events:** throughout the year as needed

The Parish Life Commission typically comprises 15 to 20 active members, and 2 co-chairs (this includes 1 vice chair role). New members, each serving a three year term, are selected annually. Being a part of the PLC means working with a team of dedicated parishioners with whom you spend time, laugh while preparing and serving food, planning events, decorating, providing program support and getting to know each other.

## PLC Overview

### Team Leaders:

**Chair** - Rob Hendricks

**Vice Chair** - Peggy McBrady

### Monthly Meeting Time:

The Parish Life Commission meets in the Rectory, on the **1st Monday** (of each month), **from 6:30pm to 7:30pm.**

**Tools we use to communicate:** Google Drive, Email, Dropbox (photo-sharing); Photoshop (Bulletin Ads), Eventbrite, Adobe PDFs, etc.

### PLC's Goals:

- ❖ To increase and promote fellowship amongst parishioners, especially new parishioners, so they feel welcomed, and truly a part of the Holy Name Cathedral family.

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- ❖ To invite parishioners to attend events and consider volunteering as “Friends of the Commission”.
- ❖ To create lively, fun and low-cost, or free (donated) events that break-even financially.

## Types of Volunteers We Seek:

**Outlook:** Our members commit to taking initiative, being responsible, and being able to set aside any personal differences, exercising empathy, and considering each member’s perspective in the fulfillment of our goals. All members commit to communicating and working together as a team, in the service of God, Holy Name Cathedral, and its parishioners.

**Members:** All members go beyond simply attending PLC **monthly meetings**, and are active participants in PLC’s **monthly events**. All members attend (1) commission meeting per month and agree to take notes, show up engaged and ready to discuss event ideas, or contribute to others commission member’s ideas; All members agree to attend meetings and events as part of their commitment, **and agree to communicate absences from either in advance**, to the Chair or Vice Chair.

All members are fully active participants and agree to help in one of the following roles: (A). Volunteer to **play a support role** at PLC events, or, (B). **Take the lead role** in planning and organizing events; Additionally, event leaders provide updates on event details, do basic budget planning (and coordinate with HNC staff, if deposits need to be paid, etc.).

There is no “universal profile” for what makes a great member. The PLC is in need of both supporting volunteers and event leaders to join us in the “member” role. **Roles and skills we typically find ourselves filling include:** Detail-oriented Project managers, Food & Beverage “Servers,” Decorators, Creative Types, Photographers, Technology/savvy web experts, Event planners, Public speakers, Greeters/Reception staff, Behind the scenes set-up and tear-down staff, etc.

**Vendor Network Growth:** We also seek members who can help us proactively find and solicit new vendors, or obtain vendor contributions of: food, venues, decorations, donations, and so on.

**Vice Chair Candidates:** A member is selected as Vice Chair at the end of their 1st year, and progresses to the Chair role (at the start of their 3rd year).

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## Events & Planning - How We Work:

Events and HNC have long gone together because our church families enjoy time together and often seek out ways to gather as a group. So whether it is the annual church gala, marathoner's pasta dinner or a church anniversary celebration, having a template for event planning is critical to facilitating great events. **Most events entail the same elements** that simply require thinking through the details. Once our event process is followed, event planning can be streamlined, efficient and fun!

### So what are the common elements of a PLC church event?

#### Event Goal

It is always **helpful to understand what the goal of an event is** so it is good to ask, is this event to provide fellowship, is it a community outreach, or is it a fundraiser to raise money for a cause? Depending on the goal of the event, the planning can vary.

#### Event Budget

Planning for any **event should always begin with an Event Checklist** and a determination on whether or not a budget is needed. Understanding how much money is available to support the event is critical to the planning process. It is also important to determine if there will be any money raised at the event, or if it is strictly an opportunity to give back to the congregation or community.

#### Church Event Theme

Every event should have **an identified theme** that helps determine all other supporting aspects of the happening! For example, an Italian dinner theme dictates the kind of food, decorations, music and atmosphere. A theme creates the mood and should be used throughout the event.

#### Church Event Marketing

Attendance for events is only as high as the church's ability to get the word out, or advertise the event. **It is important to create a marketing plan** to ensure people are aware of the event and excited about it. Depending on whether the event is solely for the church, or if it is open to the community dictates what kind of marketing or advertising needs to be done. It could be as simple as posting the event on the website, in the church bulletin and weekly announcements - to as complex as printed flyers, on-premise signage, or local advertisements. Regardless, taking the time to think through who the target audience is and how to get the word out is a critical part of successful event planning.

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## Event Activities

Activities are the fun part of every event and **provide things for guests to do**. So whether it is planning the games for the church picnic, or creating questions for a trivia night, the activity planning should include all details of the activities such as what supplies are needed, instructions for playing games, how prizes are awarded, etc. The more detail that is laid out ahead of time, the less “hiccups” there will be the day of the event.

## Food Planning

The **food is often the highlight of any event** so taking the time to plan and prepare great food can help create a memorable experience for guests. So whether the event is catered or a group of volunteers prepare the food – planning the details is important. The menu should support the theme and planning for adequate paper goods and tasty food is what ensures a great food experience!

## Event Set-Up & Tear-Down

When putting on big community fairs or art shows, always think about the invisible army that provides electric power, sets up tents, tables, signage, trash cans, etc. And then the group that shows up after the fact, takes it all down and cleans up the mess. This is **potentially the most important job in facilitating a church event**. A well-organized setup and teardown plan can eliminate last minute chaos and stress for all involved.

## Event Decorating

Fun decorations help create atmosphere and can be a great way to reinforce an event theme, so it is **important to have a team that can be creative and dress up the event**. This requires some creative thought and skill at hanging, laying out or designing decorations. These little added touches can take a mediocre event and turn it into something to remember.

## Job Duties

**Events require people to pull them off** so it is important to have someone assigned to identify what jobs need to be done and assigning people to those jobs. It also entails creating a chain-of-command and identifying leadership over each area. The larger the event the greater the chain-of-command becomes and the more volunteer help will be needed. Regardless of the size of the event, volunteers will need engaged team leaders on hand throughout the event, clear communication of responsibilities, and high-level training to successfully fulfill their assignments.

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## Organizational Event Checklist

Our organizational checklist will clearly show who has responsibility for what and where the responsibility lies. Chain-of-command is less about who is on the top of the rung as it is who can make decisions and help facilitate a smooth process. Our Organizational Events Checklist is provided below.

Church events are a lot of fun and can provide great fellowship for a congregation and community. Having a structured church event planning process can help streamline the planning and ensure that no detail gets forgotten.

## Planning Checklist

| Action Item                                  | Quantity | Deadline | Responsible |
|--|----------|----------|-------------|
| <b>Venue:</b> Location Selected              |          |          |             |
| <b>Venue:</b> Tables                         |          |          |             |
| <b>Venue:</b> Table Cloths                   |          |          |             |
| <b>Venue:</b> Chairs                         |          |          |             |
| <b>Venue:</b> Flatware                       |          |          |             |
| <b>Venue:</b> Warming Trays                  |          |          |             |
| <b>Venue:</b> Water Pitchers                 |          |          |             |
| <b>Venue:</b> Paper Products                 |          |          |             |
| <b>Venue:</b> Decorations                    |          |          |             |
| <b>Financial:</b> Ticket Sales               |          |          |             |
| <b>Financial:</b> Petty Cash Drawer          |          |          |             |
| <b>Promotion:</b> Bulletin Ads (run 5 weeks) |          |          |             |
| <b>Promotion:</b> Social Posting             |          |          |             |
| <b>Promotion:</b> Custom Signage             |          |          |             |
| <b>Promotion:</b> PLC Table-Top Display      |          |          |             |
| <b>Food:</b> Vendor Secured                  |          |          |             |
| <b>Food:</b> Main Menu Established           |          |          |             |

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| Action Item  | Quantity | Deadline | Responsible |
|--|----------|----------|-------------|
| <b>Food:</b> Drink Menu Established  |          |          |             |
| <b>Food:</b> Dessert Menu Established                                      |          |          |             |
| <b>Food:</b> Condiments Needed   |          |          |             |
| <b>Food:</b> Ice Needed  |          |          |             |
| <b>Gift:</b> Event-Themed Gift for Attendees                               |          |          |             |
| <b>Planning:</b> Confirm All Items to be Provided by HNC - w/Father Boivin |          |          |             |
| <b>Staffing:</b> Greeters / Check-in                                       |          |          |             |
| <b>Staffing:</b> Kitchen: Servers / Cooks                                  |          |          |             |
| <b>Staffing:</b> Beverage Station  |          |          |             |
| <b>Staffing:</b> Floor Runners (refresh)                                   |          |          |             |
| <b>Staffing:</b> Photographers   |          |          |             |
| <b>Staffing:</b> Deliveries / Food Pick-up                                 |          |          |             |
| <b>Other:</b> Send Thank You Note to Vendors                               |          |          |             |
| <b>Other:</b> Send Thank You Note to Volunteers                            |          |          |             |
| <b>Audio/Visual:</b> Music / Live  |          |          |             |
| <b>Audio/Visual:</b> Music / Recorded                                      |          |          |             |
| <b>Audio/Visual:</b> Instruments: Piano, MP3 Player, etc                   |          |          |             |
| <b>Audio/Visual:</b> Speakers / Mics                                       |          |          |             |
| <b>Audio/Visual:</b> Screens / Podium, etc.                                |          |          |             |



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## Vendor Directory:

| Vendor                 | Key Contact      | Phone        | Event  |
|------------------------|------------------|--------------|--|
| Sunny Side Up          | Brian Sord       | 708-268-0711 | All Breakfasts, Coffee in the Courtyards, etc. |
| Piano Player           | Joe Kregor       | 773-832-4883 | Available as needed                            |
| Italian Village        | Gina Capatanini  | 312-332-7005 | Pasta Dinner                                   |
| Kasia's Deli           | Barbara          | 773-486-7500 | Fish Dinner                                    |
| Heaven on Seven        | Mary Goesel      | 312-446-8949 | Mardi Gras                                     |
| Connie's Pizza         | Mike Cannistra   | 312-614-4020 | Sock Hop                                       |
| State St. Jewel Osco   | Catherine        |              |  |
| Dunkin Donuts          | Reyna            |              |  |
| Einstein Bagels        | need to identify |              |  |
| Chick-Fil-A            | need to identify |              |  |
| Party Supplier / Decor | need to identify |              |  |
| Tent / Rental Service  | need to identify |              |  |

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## Yearly Calendar - At A Glance

| Month            | Event 1                              | Event 2                        |
|------------------|--------------------------------------|--------------------------------|
| <b>January</b>   | French Toast Breakfast               |                                |
| <b>February</b>  | Mardi Gras Dinner                    | New Parishioner Reception      |
| <b>March</b>     | Lenten Fish Dinner                   | Discernment Support            |
| <b>April</b>     |                                      | Discernment Support            |
| <b>May</b>       | Rooftop Social - (The Peninsula)     | Discernment Support            |
| <b>June</b>      | Coffee in the Courtyard - 2nd Sunday | New Parishioner Reception      |
| <b>July</b>      | Coffee in the Courtyard - 2nd Sunday |                                |
| <b>August</b>    | Coffee in the Courtyard - 2nd Sunday | Ice Cream Social               |
| <b>September</b> | Sock-hop                             |                                |
| <b>October</b>   | Pasta Dinner (Marathon)              | New Parishioner Reception      |
| <b>November</b>  | Interfaith Thanksgiving Reception    | Apple Cider Event / Wine Event |
| <b>December</b>  | Pancake Breakfast                    |                                |

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## Submitting Event Updates, (Bulletin, Website & Social)

### General Guidelines for ALL Channels

**Length of Run:** In order to maximize reach, and improve attendance, ads for PLC Events should be scheduled to run approximately five (5) weeks before an event, and appear up until the actual event.

**Copy:** Please triple check the ad's spelling, dates, and verify factual accuracy before submitting.

**Vendors:** If a vendor is donating to the event, and was promised promotion in the event ad space, please obtain a high resolution logo for inclusion in the submitted artwork.

**Inclusion:** As all requests are reviewed before publication, HNC reserves the right to edit each announcement for length and content if deemed necessary. It is strongly recommended that all announcements have the benefit of Father Boivin's review before submission.

**Contact Info:** Your bulletin announcement MUST include valid contact information for the designated PLC Event Lead, or Father Boivin. Please refrain from instructing people to call the church office for more information without a key contact, (or event leader) referenced in the ad.

### BULLETIN, (New Ads & Changes):

**Deadline:** Articles for the weekly bulletins are due no later than **Monday morning at 10:00AM**; no exceptions.

**Format:** Artwork can be created using any tools you prefer, but the final submission to HNC must be in one of the following formats: Microsoft Publisher, Microsoft word, PDF, JPEG, or PNG image.

**Available Sizes:** Standard Sizes appear below (in inches).

- ❖ Half Page Horizontal Ad: 4.21 X 6.5
- ❖ Half Page Vertical Ad: 8.41 X 6.5
- ❖ Quarter Page Ad: 4.16 X 3.5
- ❖ **Full Page Ad: 8.41 X 6.5 \***

\* If your bulletin ad / article requires a full page, please provide 2 weeks advance notice.

**Submission:** Please send all artwork directly to PLC's Communications Liaison, Christy Ramesh.

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## **WEBSITE, (Event Calendar Updates):**

**Deadline:** Please submit your Events Requests with a minimum of three (3) days in advance of the desired posting date to give the team sufficient time to post.

**Format:** Please check the website to see if the event has already been listed in the Calendar of Events. If it has not, **please contact PLC's Communications Liaison, Christy Ramesh.**

**Content / Images:** If your event has complicated date, time, or location information, please provide as many details as possible (such as beginning and end dates for events that repeat) so that we can list the information accurately. Also, please upload any images that you want included in the calendar entry (e.g. a Bulletin Ad or the logo of your event).

## **SOCIAL CHANNELS:**

**Deadline:** Please submit your requests during the week: Monday through Friday.

**Format:** Please include artwork with your request. Postings that include artwork have a much higher success rate.

### **Available Sizes:**

- **Facebook:** The ideal length of a Facebook post is less than 40 characters (not including artwork).
- **Twitter:** The ideal length of a Tweet is 100 characters (not including artwork)

**Contact:** PLC's Communications Liaison is Christy Ramesh (email) [christy0309@gmail.com](mailto:christy0309@gmail.com)

We hope the above information has been helpful as you make preparations to publicize your announcement.

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## PLC Members Directory - Support Network \* (*Gmail preferred for file sharing*)

| Name                 | Phone          | Email                        | Term       |
|----------------------|----------------|------------------------------|------------|
| Alicia Martin-Tyszka | 1-630-450-4869 | amartindo@gmail.com          | 2nd        |
| Chantell Walsh       | 1-312-505-6679 | chantellhoeft@gmail.com      | 2nd        |
| Christy Ramesh       | 1-312-929-7321 | christy0309@gmail.com        | 2nd        |
| Dan Werner           | 1-847-772-8463 | dbw627@gmail.com             | <b>1st</b> |
| Deborah Bergman      | 1-312-952-6085 | deb3355@gmail.com            | 2nd        |
| Edward Cooper        | 1-312-320-6050 | coopwriter2002@yahoo.com     | 2nd        |
| Gelinde Cobbs        | 1-312-203-6791 | gc4235@gmail.com             | <b>1st</b> |
| Grace Villamora      | 1-312-933-4762 | graceinfo04@yahoo.com        | 2nd        |
| Jeff Olsen           | 1-847-387-3000 | jeffols@gmail.com            | 3rd        |
| Jessica Campos       | 1-224-856-7997 | jessica.k.campos@outlook.com | 2nd        |
| Joseph Harvey        | 1-267-357-2353 | jharvey2@umbc.edu            | 2nd        |
| Laura Spingola       | 1-312-939-5030 | lspingola@traderesources.com | 3rd        |
| Lauren Svec          | 1-312-296-6762 | lasvec@aol.com               | 2nd        |
| Liza Zito            | 1-773-230-0630 | Liza.Zito@tiffany.com        | <b>1st</b> |
| Peggy McBrady        | 1-312-381-5143 | margaret.mcbrady@aon.com     | 2nd        |
| Rob Hendricks        | 1-305-803-8336 | hendricksrob@gmail.com       | 3rd        |
| Sue Burgess          | 1-312-520-1215 | sburg505@gmail.com           | 2nd        |
| Sue Elias            | 1-713-409-5262 | sueelias@hotmail.com         | <b>1st</b> |
| Win Villamora        | 1-312-513-2062 | webwinner@gmail.com          | 2nd        |

## Other Key Contacts - HNC Support

| Department             | Name          | Phone or Email |
|------------------------|---------------|----------------|
| Security / Maintenance | Patricia      | 1-312-787-8040 |
| Rectory                | Father Boivin | 1-312-787-8040 |