

PARISH MINISTRY FAIR

The Ministry Fair is an important component of the Annual Stewardship Plan. Planned as a celebration, the fair can accomplish the following goals:

- build community
- generate excitement about all the Parish ministries
- recognize and thank those who are involved in ministry
- educate parishioners and highlight the ministries

The following checklist will aid in planning your Ministry Fair:

1) Select Date and Times

- Schedule Time and Talent Commitment/Recommitment Weekend first
- Plan Ministry Fair to be held *before* Time and Talent Commitment weekend
- Consideration of timing of event: Some parishes are moving toward holding the Ministry Fair in the Spring to spark interest, and Treasure component in the Fall

2) Select Theme

- Promotes planning and focus

3) Layout of Hall/Grounds

- Decide set up of tables/booths/areas for each committee/ministry
- If planning to be held outside, plan for rain/inclement weather

4) Communication

○ Staff and Committees

- Before announcing the date, make sure there are no conflicts with the plans of other committees
- Invite representatives from committees to be part of the planning process
- Communicate theme with staff and committees
- Communicate purpose of the Ministry Fair
- Provide outline of Ministry Fair activities
- Find out if special equipment is needed for committee, i.e. VCR, electricity
- Let committees know where their booth or area is, amount of space for set-up
- Inform committees on what they need to provide for their booth
- Times of the Fair (when ministry booths should be staffed)

○ Parish

- Bulletins
- Pulpit Announcements
- Special invitations sent to segmented groups, i.e. new members
- Lay witnessing by parishioner(s) on what it means to be involved and of service to their parish and community

○ Liturgy Committee

- Incorporate something special into Liturgies during that weekend or in preparation, i.e. one representative from each committee of ministry processing in with one item that exemplifies their ministry, (banner, etc.) to place it at the altar or designated place

- Prayers of the Faithful
- Recognizing each committee/ministry and praying in gratitude for all they do
- Litany of ministries of the Parish

5) Children and Youth

- Incorporate children's activities into the Fair, perhaps surrounding the theme
- Offer childcare; play activities at a specific area for the younger children
- Have youth as greeters, handing out name tags, etc.
- Invite ministries that involve youth/children to be represented

6) Follow Up

- Send thank you's to committees for participating and to all who were involved
- Evaluate the event: Planning Committee to debrief; feedback from attending committee members:
 - What worked well
 - What could be improved upon
 - How to get more people to attend
 - Comments heard from those who visited the Fair
- Report the results/successes/thank you's to the parish at large, through the bulletin, newsletters, pulpit

Source: "Parish Stewardship, Discipleship, Gratitude, Generosity"
Archdiocese of Milwaukee