

## **Bluegrass Faith Festival Committee Responsibilities**

### **Mission Statement:**

The Bluegrass Faith Festival Committee seeks to combine ministry, fellowship and stewardship, through a one-day music festival with the financial beneficiary being the Building Fund for the Providence Forge Presbyterian Church. We direct the vision and details of this terrific event to connect with our community.

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### **Responsibilities:**

The Bluegrass Faith Festival is a mission of PFPC. A chair will be appointed by session to form an ad hoc committee working with Rockahock and accountable to session.

1. Committee will review last year's summary report and develop calendar of work for upcoming year.
2. Committee will work with Rockahock staff to secure a date and plan a schedule of events.
3. Committee will work with Rockahock owners/staff to provide support for booking of performers.
4. Committee will take the lead on promotion (various media) in consultation with Rockahock staff. This includes flyers, paid newspaper advertisement, radio spots, billboards to name a few.
5. Committee is responsible for getting sponsors and selling tickets.
6. Committee members will follow established financial practices for handling money (cash, in particular).
7. Committee is responsible for securing PFPC members to work the day of the event to support Rockahock staff.
8. Committee will conduct a meeting after the event and develop a summary report to session and for next year's committee. The summary is to include a financial report of all income and expenditures for the event.

9. Committee Chair (appointed by session) will bring before session those items needing session approval.
10. Committee Chair will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign) and welcome them to serve on the committee.
11. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide roster to the Web Team for inclusion on the pfpc.org web site by February of each year.