

## MINISTRY FAIR

### Policy

To promote a variety of activities and programs within the Metropolitan United Church community.

### Procedures

1. In early September each year, Metropolitan's Ministry Fair Organizer sends letters of invitation to key individuals within Metropolitan regarding their availability to participate in a Ministry Fair at which various Metropolitan programs, scheduled activities, committees and volunteer opportunities for the upcoming year are highlighted and promoted.
2. Usually this event happens annually in the month of September in the Great Room on a Sunday morning. Members of the congregation at both morning worship services are invited to come to the Ministry Fair either before or after the services.
3. On the Friday afternoon before the event, custodians set up a number of tables in the Great Room according to the Organizer's floor plan. On Sunday morning, group representatives are seated at the tables to welcome people seeking information about Metropolitan's programs and many activities. The office staff prepares tent cards displaying the names of groups and programs for use on tables, while the Fair Organizer provides name tags to group and committee representatives.
4. Brochures, bookmarks, flyers – any information representatives have on hand – are distributed to interested individuals. For those groups unable to participate, the Fair Organizer prepares and makes available typed sheets of information.
5. Representatives from the following groups are invited to participate: Sanctuary Guild, Book Club, Knit Wits, Youth Ministries, Children's Ministries, Christmas Hamper Program, Time Out, Archives, Couples' Club, U.C.W., Funeral Reception, Yuletide Fair, Men's Club, Library, Hospitality Meals Program, Music@Met, Tape Ministry, Prayer Group, Bakers' Dozen, Outreach Program, Met Set.
6. In June each year, the volunteer Organizer and the Senior Minister review this policy. If changes are made it is sent to the Board of Elders for approval.

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Approval Meeting of Board of Elders:	September 2013
Approval by Ministry Fair Organizer:	July 2013
Previous Version Date:	July 2013
Group/Committee Responsible:	Ministry Fair Organizer and Senior Minister