

Report for St. Ignatius Parish Pastoral Council  
Events Committee  
September 2018

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**Summary & Role:**

- To select and schedule parish-wide events in order to meet fundraising goals and/or to build community
- Identify and invite event chairpersons
- Oversee implementation of events; coordinate event finances (deposits and reimbursements, final reports); handle event correspondence including solicitation letters, invitations, save-the-date, tax letters, thank yous;

**Leadership & participants:**

This structure is new and still in development.

- Chair: Sarina Fat (Sarina has played a lead role in our events for several years.)
- Treasurer: Laura Legrand
- Publicity: Debbie Payant
- Membership: Alexandra Sutarjo

**Budget:**

2018-19 goal to earn \$60,000

**Communication:**

- Work with parish Communications Committee to plan a schedule for event communications which include direct mail, bulletin blurbs, pulpit announcements, website, Facebook posts, tables outside Mass, and more

**What we do well:**

- Implement the four major annual fundraisers: Viva SI, Superbowl Party, Magis Dinner, and Holy Strokes Golf Tournament

**What we wish we could do / vision / struggles:**

- In recent years, too few people have been doing all the work for each major event. We need a larger group of volunteers to draw on, preferably people who return to work multiple events so they build expertise.
- Better tracking and management of donors; plan to solicit sponsors earlier and in coordination with all four major events; keep a database of donations from previous events
- Software issues
- Creating and updating a set of written guidelines for event chairs

**What we need, what we ask of the pastoral council and parish:**

- Help us recruit event chairs
- Help us build a group of volunteers who work together on multiple events
- Input on which events to hold