

## MINISTRY FAIR

A Ministry Fair is an event in which all ministries, programs, services, and activities of the parish are showcased at one time, each having their own table, booth, or space. This is an **educational event** in which parishioners are able to meet people and gather information about the various ministries within the parish. It enables them to make a better decision as they choose where to serve. This event allows parishioners to ask questions and brings them to a greater awareness of all the opportunities the parish has to offer. This is not the venue to have parishioners sign up for ministry involvement. It is usually done prior to Stewardship of Talent renewal.

**Note:** Consider a virtual ministry fair. Suggest creating groups of similar ministries (outreach ministry, liturgical ministry, leadership ministries, etc.) and hold a 30-minute session on TEAMS or ZOOM for individuals that may be interested in that particular group of ministries. Ministry leads in these particular groups could each have 5-7 minutes to talk about their specific ministry. Communication with link to register can be pushed out through the parish's communications channel.

### Basic Guidelines for a Ministry Fair:

- Needs to be in a location that can accommodate all ministries with displays, but also one that people will come to after Mass.
- Volunteer(s) to head up the fair – organizing and following through on all aspects of the fair.

### Hosting a ministry fair:

- Get the permission of the pastor and/or appropriate parish leadership.
- Reserve the appropriate space & get it on the parish calendar so there are no conflicts. Reserve date/time for set up as well.

### 2 months out:

- Communicate with the heads of all ministries, asking them to participate in the fair.

### Month before:

- Remind each ministry a month out, two weeks out, one week out, and then mid-week. (Email and/or text message is most efficient way to do this.) Support staff included too.

### Two Weeks out:

- Communicate to your parish about the event through email, social media, bulletin, website and mass announcements.

### Weekend of:

- Make sure you give ministries ample time to set up their display.

### At the Ministry Fair

- Each ministry, program, service, or activity should be responsible for setting up its own table/booth/space. Parish may want to provide them or offer a small budget to cover the costs of display/materials.
- Tables should have:
  - display about ministry (pictures would be good!) and be decorated
  - a card or brochure that attendees can take with them.
  - small give away (candy, magnets, pens) --items that will encourage people to stop at table
  - needs to be staffed with a knowledgeable volunteer after each Mass.
- Even if a ministry doesn't technically 'recruit' new members (e.g., finance council appointed by the pastor); it still would be beneficial for them to have a table to educate people about their ministry.
- Take pictures of the Ministry Fair for future promotion in bulletin and website.
- Need volunteers for clean-up.

### After Ministry Fair:

- Send thank you notes to each ministry. Maybe give an award for most creative display.