

## **WAYS AND MEANS SUB-TEAM**

### **WAYS AND MEANS SUB-TEAM – minimum of 15 voting members**

Shirley Allain	Member-at-large
Patricia Brown	Member-at-large
Wayne Clowater	Member-at-large
David Cumming	Member-at-large
Wilma Dempsey	Member-at-large
Eddie Gammon	Member-at-large
Mike Kierstead	Member-at-large
Wayne Lord	Member-at-large
Judy Losier	Member-at-large
Dorothy McCallum	Member-at-large
Leonard McGrath	Member-at-large
Cheryl Murphy	Member-at-large
Gordon Murphy	Member-at-large
Haines Scott	Member-at-large
Gordon Sullivan	Member-at-large

From the names listed above, the following shall serve as

Wayne Lord/Wayne Clowater	Co-Chairs (2020)
Eddie Gammon	Secretary

### **Structure of Sub-Team:**

There shall be a minimum of (15) voting members who will assume leadership responsibilities for fundraising functions.

### **Staff Support:**

The office administrator shall maintain all bank deposits and shall manage cash floats established by the Ways and Means Sub-team.

### **Duties and Responsibilities:**

1. The Sub-team shall estimate the scope of fundraising capability for the Pastoral Charge and shall communicate to the Financial Management Team an objective for budget purposes, including projected revenues and expenses for the subsequent calendar year
2. The sub-team shall organize fundraising activities within the Pastoral Charge to achieve its established objective;
3. The Chairperson shall convene all meetings and provide overall direction for the fundraising activities to ensure that each of the following tasks is fulfilled:
  - a. printing, distribution and sale of all event tickets;
  - b. advertising for all fundraising events to include television, radio, and newspaper ads as well as church bulletin announcements;
  - c. preparing and securing a site for each fundraising event;

- d. securing, preparing and displaying all sale items, where applicable;
- e. securing all necessary waiters/waitresses as required for meal service;
- f. purchasing, preparing and serving all food items for meal events to include meat, vegetables and desserts;
- g. directing all take-out functions related to each meal event;
- h. directing volunteers and directing the return of all equipment to designated locations.