



Committee

Terms of Reference

Name: **2021**

St Edburg's Events Committee within the Parochial Church Council of Bicester with Caversfield.

Vision / Goal:

Offering abundant life – growing God's kingdom

Introduction:

St Edburg's Events Committee is a sub-committee within the St Edburg's Church, Bicester and St Laurence Church, Caversfield Parochial Church Council (PCC). The purpose of this document is to provide members with an overview of the responsibilities associated with being a member of St Edburg's Events Committee.

Committee members:

The committee shall be made up of a minimum of 4 and a maximum of 6 members. The key roles are as follows:

- Chairperson
- Up to four (4) members from the Church community

Meeting: The team normally meets on Sunday afternoons as and when necessary.

Objectives:

- Plan and lead activities and events throughout the church year which contribute income to general church funds.
- Provide a social calendar for the church family.
- Stage and host 2 annual fundraising events (Summer Fete and Christmas Fair).
- Liaise and support third parties wishing to host events which provide an opportunity to showcase the church or raise funds for church purposes, including re-ordering.
- Promote events and opportunities to raise the profile of the church generally in Bicester.
- Liaise with PCC on financial and fundraising initiatives as required.

Governance:

- Events are run with Health and Safety as our first priority, with Due Diligence completed.
- All events are compatible with the mission and goals of the church.
- PCC reserves the right with final approval of all new events.