Church Anniversary Planning Guide

So you're going to plan a church anniversary! The celebration of a milestone is an opportunity to involve the church family in the discovery and sharing of the church's story - within the church and to the community.

The first suggestion is to allow enough time for planning - two years, if possible. If a church history is to be written, it may take longer.

This pamphlet is divided into the categories used in planning the centennial celebration of FBC, Crowley, Louisiana.

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BEGINNING

STEERING COMMITTEE (A separate anniversary committee which includes the chairperson of the history committee is suggested.)

1. Elected by the church at least 2 years prior to the celebration.
2. Initial meeting
   a. Decide on date of celebration, to be voted on by church, if it has not already been established.
   b. Determine time span of celebration activities. A full year of activities prior to the celebration date will take more planning, but the impact is much more significant when culminated in a weekend of activities.
   c. Formulate committee structure using appropriate existing committees and creating new ones to serve until the celebration. Determine the specific assignments for each before enlisting personnel.

Audiovisual Committee (Standing Committee)
Book Sales Committee
Costume Committee
Decoration/Flower Committee (Standing Committee)
Drama Committee
Exhibit Committee
History Committee (Standing Committee)
Hospitality Committee
Housing Committee
Invitation Committee
Music Committee
Nursery Committee (Standing Committee)
Properties Committee
Publicity Committee (Standing Committee)

Registration Committee
Welcoming Committee

d. Discuss and assign committee personnel to be enlisted by steering committee members.

e. Agree to meet the following month for follow-up on committee assignments.

f. Decide if a church history or supplement will be written to coincide with celebration and who will write it.

3. Next Meeting

Finalize assignments and prepare a listing of all committees and personnel for each person listed, the Steering Committee and Church Staff.

4. Meetings to follow as needed.

a. If this is to be a year of celebration, work with the Church Council in promoting all functions and activities throughout the year with the celebration in mind.

b. Notify the committee chairmen there will be a monthly meeting the last six months before the celebration for progress reports.

5. Meeting to plan program.

a. Plan schedule of activities for celebration day or weekend. Consider not limiting celebration to a Sunday morning service, i.e., Saturday afternoon fellowship time, Saturday night birthday party with fireworks, Saturday banquet, reception, Sunday morning fellowship.

b. Secure speakers to participate in services.

c. Invite former members, church staff. (Use a reply card when appropriate.)

d. Present schedule of changes of regular activities in a regular business meeting, prior to celebration.

e. Plan to mail letters of appreciation to participants after celebration.

RESPONSIBILITIES OF OTHER COMMITTEES

Audiovisual Committee

a. Secure video camera, tape, and operator to tape functions and activities. Plan to record and identify as many people as possible.

b. Arrange for audio taping activities.

c. Produce a slide show with assistance from the history committee.

Book Sales Committee (Needed if history or history supplement is published)

Make arrangements for promoting and selling books.

Costume Committee

a. Encourage church members to wear period clothing to celebration activities.

b. Make pattern sources available for period clothing for ladies, men, girls, and boys.

c. Secure pictures from library of period clothing.

d. Display pictures on bulletin boards throughout the year.

Decoration/Flower Committee

a. Arrange for decorations and flowers for celebration activities inside and outside the church.
b. Provide corsages and/or boutonnieres for
c. special guests.
d. Coordinate with hospitality committee to decorate registration area, dining area, etc.
e. Mark reserved pews for special guests.

Drama Committee

Working with the history committee, plan a dramatic presentation of some aspect of the church's history - skit, one-act play, a reenactment.

Exhibit Committee

a. Plan a display area divided into segments of the church's history. May be by time periods or by types of events, i.e., church buildings, baptisms, weddings, natural disasters.
b. Assign divisions to segments of church family such as Sunday School Departments.
c. Provide assistance to groups in getting started with displays. Encourage the collection and use of photos, memorabilia, furniture, newspaper articles - the more diverse the better!

History Committee

a. Assist the writer of the church history by securing material from the church minutes, associational minutes, Louisiana Baptist Convention Archives, SBC Library and Archives, local newspaper, and history questionnaire for older church members.
b. Arrange with audiovisual committee to videotape interviews with older members.
c. Arrange for the proper care and storage of historical materials collected.
d. Submit historical highlights for inclusion in church publications throughout the year or celebration period.
e. Enlist church members to share vignettes from church history during business meetings and other appropriate times.
f. Provide information for use by drama committee.

Hospitality Committee

a. Arrange for reception on Saturday afternoon after the program.
b. Arrange for Sunday morning snack.
c. Plan lunch for Sunday noon - food, serving, tables, etc.
d. Coordinate table decorations with flower committee.

Housing Committee

Secure housing for those requesting it. (See Invitation Committee) Coordinate meals for those staying in motels.

Invitation Committee

a. Accumulate names and addresses of former members and special guests to be invited. Obtain special guest list from Steering Committee. (Include local public officials,

legislators, congressmen, LA Baptist Convention staff, even the White House -they will respond!)
b. Print and mail invitations.
c. Include statement: "If housing is needed please contact".
e. Encourage members to contact family and friends.

Music Committee
a. Coordinate with program committee in securing a musical group if planned, and assist the group with all arrangements - housing, meals, sound, etc. (At an anniversary celebration, the "homegrown" talent may be more appropriate.)
b. Research hymns popular for early years of the church and plan to incorporate them in celebration activities.
c. Coordinate with the music director of the celebration to plan hymns and specials.

Nursery Committee
Arrange for child care during all celebration activities. The age limit may need to be raised for special events.

Properties Committee
Contact each committee chairman to find out what will be needed and arrange for it to be provided.

Publicity Committee (subcommittees are suggested)
a. Sponsor a contest for a slogan to be used on stationery, badges, ribbons, mugs, plates, T-shirts, bumper stickers, etc.
b. Arrange for the printing/production of above items.
c. Arrange for the sale and distribution of above items.
d. Prepare newspaper articles and notices.
e. Prepare announcements for church newsletter.
f. Prepare TV and radio spot announcements.
g. Arrange TV and radio interviews with steering committee chairman.
h. Request a proclamation by the mayor for the celebration day.
i. Produce a small enclosure notice for members to place in personal correspondence.
j. Arrange for local media to cover activities.

Registration Committee
a. Arrange to make a record of all attending culminating celebration activities.
b. Secure loose-leaf notebook and parchment-look pages.
c. Locate registration tables at several points in the building.
d. Provide several black ink pens at each location.
e. Provide name tags at each location.
f. Consider registering Sunday School attendees in their classes.
g. Enlist members to assist with registration (suggest they dress in period clothes).
h. Place registration sheets in notebook and give to history committee.

Welcoming Committee

a. Enlist deacons/wives and older members to greet people at each entry.
b. Assign specific locations.
c. Secure and provide wheelchairs when needed.
d. Ask greeters to dress in period clothing.

SUGGESTED PROMOTIONAL ITEMS

Bookmark	Postcard
Bumper sticker	Program
Buttons	Ribbon
Funeral fan	Cross-stitched sampler
Mug	Slogan
Plate	T-shirt

For more information, contact Karon McCartney, Archivist Louisiana Baptist Convention Archives
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