WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Religious Services Coordinator**	COMMITTEE #:	**520**
RESPONSIBLE TO:	Recording Secretary	AREA:	V
EFFECTIVE DATE:	February 2019		

RESPONSIBILITIES:
Responsible for planning the overall church programs and supervising all the activities of any related committees. Remarks will be limited only to the program as assembled and any important announcements.

COORDINATES WITH:
President, Stage Manager, AV Main Stage, Tables & Chairs, Copy Center, Choir Director and Community Service Chair.

SPACE ARRANGEMENT:
Arena for worship services; room to hold Morning Devotions.

EQUIPMENT NEEDED:
Stage needs adequate chairs for ministers and choir, podium and sound equipment. Piano/Keyboard will be supplied by the club. Tables and chairs in room for Morning Devotions.

SUPPLIES NEEDED:
Offering containers stored in Property

COMMITTEE REPORTS:
Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Organize the worship services to be held at the rally.
2. Consult with the Choir Director for selection of music for the proposed services.
3. Make clear to the Minister who is to give the sermon that it be limited to twenty (20) minutes.
4. Submit information for printed worship bulletins to the Copy Center in the Rally Office in order that a sufficient number of copies may be printed in time.
5. Obtain ushers for the services. Ushers are responsible for collecting and turning in money to the Cashier and International Treasurer, who will count and provide a receipt for monies collected.
6. Work with the International President to determine how the church collections will be distributed to selected charities or organizations in the local area. Invite representatives from the charities to an evening program to hand them WBCCI checks.
7. Be available, as called upon, to offer prayers of Invocation for IBT meetings and Opening Ceremony, Benediction for Closing Ceremony, and Blessings for luncheons and dinners.
8. Set up and schedule speakers and musicians for Morning Devotions.
9. Render every assistance possible to any family at the Rally that experiences serious accident, death, or illness.