



2023 National Lectureship Committees

1. **Event Registration Committee Chair: Vera Fletcher Co-Chair: Catherine Gibson**
 - a. Serve as congregational liaison responsible for galvanizing local registrants.
 - b. Create/compile attendee promotion packages: bags, maps, t-shirts, program booklet, and lanyard. Communicate all promotional needs to Marketing.
 - c. Work on-site registration and event information tables during Lectureship

2. **Correspondence Committee Chair: Audrey A. Broom**
 - a. Administrative support for host minister and VSC
 - b. Official liaison with committee leaders and executive team

3. **Program Committee Chair: Bro. Anthony Fletcher, Sr. Co-Chair: Local Ministers**
 - a. Set-Up master program, and topics for the entire lectureship
 - i. General Sessions
 - ii. Town Halls
 - iii. Workshops
 - b. Speaker Selection

4. **Marketing Committee Chair: VSC Co-Chair: Dequincy Lydia**
 - a. Create fliers and e-blasts for the event.
 - b. Create and manage social media promoting the event.
 - c. Select promotional items.

5. **Vendor Committee Chair: Carmen Watkins**
 - a. Identify the vendors needed throughout the event (i.e. food trucks, bounce houses, etc.).
 - b. Responsible for all correspondence to vendors.
 - c. Responsible for gathering all of the necessary equipment (excluding media) for vendors and other Committees throughout the event.

6. **Ushers Chair: Barry Gibson Co-Chair:**
 - a. Organize services
 - b. Work onsite as a team of ushers

7. **Hospitality Committee Chair: Diane Maloy Co-Chair:**
 - a. Work onsite as a team of ushers and greeters.
 - b. Responsible for keeping in contact with all speakers, guests, and registrants until stay arrangements have been communicated.
 - i. Create and/or order appreciation gifts for speakers and ministers.

8. **Youth Committee : Chair: Darius Woods Co-Chair: Jerold Johnson**
 - a. Plan, organize & execute all events concerning youth
 - i. Plan and execute lectureship activities centered around youth
 1. Youth Sessions
 2. Youth Field Trips



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9. Young Adult Committee Chair: Michael Williams Co-Chair: Anthony Fletcher, Jr.

- a. Plan, organize & execute all events concerning young adults
 - i. Pre-Lectureship activities: Social Media
 - ii. Plan and execute lectureship activities centered around Young Adults
 - 1. Young Adult Sessions
 - 2. Young Adult Social Activities

10. Pre-Lectureship Activities Committee: Chair: Louis T. Parker Co-Chair: Wendell Hart

- a. Plan and Organize pre-lectureship activities
 - i. Lectureship Rallies
 - ii. Family/Congregation Fun Day, Etc.
- b. Determine the type of equipment needed for activities

11. Concert Committee Chair: Anthony Fletcher, Jr. Co-Chair: Frank Melton III

- a. Plan, organize & execute Pre-Lectureship Concert
 - i. Identify the singing groups that are interested in performing in the Pre-Lectureship Concert.
 - ii. Serve as liaison with groups
 - iii. Organize and lead Houston area mass choir

12. Transportation Committee Chair: Frank Melton III Co-Chair: Troy James

- a. Work along with a team of safe drivers.
- b. Work in shifts to provide airport transportation, evening transportation for visitors from local congregations, and any other transportation needs. Secure vans for transportation. Solidify parking accommodations.

13. Ladies Session Committee Chair: Sis. Brenda Fletcher Co-Chair: Sharon Fletcher

- a. Determine the number of sessions, speakers, and subjects.
- b. Determine specific decorations, equipment, and gifts needed and communicate needs to the Decorating, Vendor, and Marketing Committee.

14. Commemorative Program Book/Ads Committee Chair: Wendell Hart Co-Chair: Randall Tucker

- a. Determine the style and layout of the program book.
- b. Work with vendor to print program books.
- c. Identify and contact businesses/organizations interested in purchasing ads.
- d. Collect the necessary items needed to complete the program book (i.e. all text information, photos, etc.).

15. Photography Committee Chair: Co-Chair:

- a. Determine the location and setup up of a photo booth when appropriate.
- b. Acquire and position props for shoots.
- c. Plan and implement a background/backdrop for the photo booth.
- d. Take spontaneous pictures of individuals, families, and small groups, throughout the event.



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16. Decorations Committee Chair: Sharon Fletcher Co-Chair: Twynae Williams

- a. Assist in the creation and execution of the Decorating Plan
- b. Assist in gathering decorating materials and the necessary equipment.
- c. Work in conjunction with other committee members
- d. Assist in preparation of decoration materials
- e. Assist in onsite decorations of all lectureship events

17. Audio/Video/Media (Technology) Committee Chair: Harvey Davis, Jr. Co-Chair: Michael

- a. Work before and during the event with other committee members on all AV needs
- b. Gather all equipment needed for audio, video, and media throughout the even.
- c. Communicate with the Photography Committee on how to store event footage.

18. Security Committee Chair: Leonard Patterson Co-Chair: Terry Beaty

- a. Work onsite during the lectureship as a part of a team that will help maintain a safe and secure environment to event attendees.
- b. Secure premises and personnel by constantly patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points.
- c. Create a plan in case of any security emergency.
- d. Prevent losses and damage by reporting threats; identifying trespassers; protecting attendees; and notifying the proper authorities.
- e. Control traffic by directing drivers.

19. First Aid Committee Chair: Fifth Ward Co-Chair: Fifth Ward

- a. Secure relationship with local hospital to receive donated materials and act as care spot
- b. Set-Up and organize first aid station to be ran throughout the entirety of the conference
- c. Organize health professional to volunteer to be on call throughout the conference
- d. Set-Up and manage health vendor table throughout the event giving blood pressure checks and health information