



## 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 youth and young adults
  - i. Pre-Lectureship activities: Door Knocking - Social Media
  - ii. Plan and execute lectureship activities centered around youth
    - 1. Youth Sessions/Youth Field Trips
    - 2. Young Adult Sessions/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. 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 Jacksonville 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