



## Volunteer Job Description: Parish Captain

### **Key Responsibilities:**

To act as a liaison between Spirit FM and your parish, to help publicize and promote the Spirit FM Catholic Women's Conference.

### **Times:**

April – September

Volunteers will need to:

1. Collaborate with the Women's Conference Committee. There may be a committee member who is also a parishioner at your parish and can help you to best promote the women's conference at your parish.
2. Meet with your Pastor, do it at a time that is convenient for your Pastor to meet with you.
3. Is there someone you can recruit to volunteer with you, or another Parish Captain that you can collaborate with to come up with a "marketing plan"
  - Bulletin Announcements (I know many have to be to editors by Friday. Please check with your editor to make sure you have all the correct information)
  - Sign ups (Start a sign up session after mass. You will need the pastor's permission.)
  - Social Media (Link to Spirit FM's Social Media)
  - Shoulder taps (Invite 20 people that you'd like to see at the conference with you)
  - Invites after Mass (Invite the entire parish. You will need the pastor's permission. )
  - Pulpit Announcements (You will need the Pastor's permission. Sample attached.)
  - Can you offer a van/bus to the event? What would the additional cost be?

**Materials Needed:**

- Bulletin Ad (pdf, jpg and gif)
- Sample Pulpit announcement
- Brochures
- Save the Date Post Cards
- Tee Shirt
- Conference Video
- Conference Cheat-Sheet with Links and Website Addresses
- Sponsorship Packets
- Sponsorship Confirmation Forms
- Vendor Invitation Forms
- Vendor Registration Forms

For more information, please contact Danielle Wright-Landry at 813.289.8040, ext. 231 or [danielle@myspiritfm.com](mailto:danielle@myspiritfm.com)