

## Overview of Current Tasks

### Direct Program Work:

#### **Current -**

FACES OF FAITH (January, annually for nine years)

INTERFAITH THANKSGIVING CELEBRATION (November, annually for 24 yrs)

DAY FORUM (monthly for 24 yrs)

CHILDREN'S CHOIR CONCERT (spring of 2017, 2018, 2019)

BANQUETS (every few years)

EDUCATIONAL CLASSES (fall and/or spring for the last few years)

#### **Some Past Programs -**

PLACES OF FAITH (had been annual for six years, fall and spring)

CLERGY FORUMS (monthly for first 18 years, then 3 times a year for 3 years, now occasionally)

CONVERSATION CAFÉS (held two in 2015 – 16)

ROUND TABLE DINNERS (held several in 2008 – 09)

### Board Work:

Board meeting (monthly)

Board chair (as needed)

Board members (as needed)

### Fundraising:

Materials

Grants

Fall Campaign

People

Special Events

### Marketing / Public Relations / Fundraising:

Material (November, annual fundraising letter initiative)

People

Congregational visits (we currently have 30 supporting congregations)

Material development (our currently brochure of 2014 was revised in 2016)

Sales (we currently sell mugs and calendars)

Email Newsletter (monthly)

### Office Work:

Email communications

Data bases

Copying / printing

Minutes/records

Website (we currently supply Cornershop / Ira Horowitz with content)

Reports / summaries / proposals

Other

### Misc:

Clergy / member support

Work with volunteers

Meet with community leaders

Community events

Responses to immediate needs/events