

## PLENARY SESSIONS DIVISION

### PLENARY DIVISION

Responsible for planning and overseeing plenary sessions. Recruit participants such as the MC, prayer people, announcements, and music (worship & music presentations). Responsible to convey information to the publicity division for publication. Confer with hospitality re Plenary Speakers. Make appropriate acknowledgements after festival.

### CO-ORDINATOR

1. Chair the monthly divisional planning meetings
2. Co-ordinate with the department leaders the responsibilities of the division.

### DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

### DEPARTMENT LEADERS

#### 1. PLENARY SPEAKERS SEARCH COMMITTEE

Confer with planning team the themes of future festivals; research and recommend speakers to the planning team; provide recordings of potential speakers.

#### 2. COUNSELLING

Oversee the recruiting of counselors from the sponsoring churches.  
Plan and oversee the counselor orientation meeting.  
Oversee the preparation and printing of materials for counselors.  
Oversee the counseling done during the festival.  
Follow up the responses i.e. notifying pastors after the festival.

#### 3. PLATFORM LOGISTICS

Prepare an "order of service" for each plenary session; make copies & distribute to each participant.  
Prepare a detailed script for the sound technicians and video technicians including order of service and all necessary equipment, software and recording instructions.  
Determine platform size and set-up necessary; confer with facilities coordinator.  
Arrange platform guest seating for each plenary session; arrange for room nearby for the platform party to assemble for prayer; place a sign at the entrance; have water available for speakers; meet with platform guests during the pre-service prayer.

#### 4. PARADE OF THE NATIONS

Responsible for planning and facilitating the parade, recruiting an announcer for the parade, preparing script, arranging for signs and flags needed for the parade, recruiting participants, conferring with the MC. Purpose: to provide a broad visual perspective of the nations of the world.

CONTACT COMMITTEE - keeps a current phone & address list of participants; mails out invitations to participants and confirms with phone calls. contacts previous participants and new recruits to attend rehearsals and the parade; suggested contacts: sponsoring churches and local Bible colleges.

CHOREOGRAPHER – Design, plan and lead rehearsals; orchestrate the parade for both the plenary session and other large groups within the conference such as children's and youth gatherings.

FLAGS ATTENDANT - become familiar with the flags & keep an index so that they can be correctly identified; keep a current list of flags needed to be purchased; when preparing for the festival, collect from storage the flags, flag poles & stands; check on flags' condition and press any needing attention; transport flags to rehearsal(s) and to & from conference venue; store flags.

#### 5. WORSHIP and MUSIC

Responsible for inviting musicians and worship leadership to participate during the festival; arranging for technical materials and equipment pertaining to music and worship.

MASTER OF CEREMONIES/WORSHIP LEADER – Serves as the host for each plenary session, arranges for musicians to accompany each plenary session, selects plenary session music; and ensures that the choices conform to the three goals of Missions Fest, which encourage participation and are known by most attendees; introduces speakers, closes plenary session,

MUSIC RESEARCH - Researches words of music selected (together with credits); has all music words recorded in advance on PowerPoint or similar software.