

- **Name of Committee:** Program
- **Purpose:** This committee coordinates the planning of programs for the Eastern Association
- **Type of Activity:** Plans the annual E.A. Confirmation Retreat and an E.A. Clergy Appreciation luncheon; coordinates the planning of the annual E.A. Quilt Show and events such as the E.A. Festival of Choirs
- **Meetings:** Meets as needed, about five times a year, generally early evening on a weekday
- **Length of commitment:** Initial term 2 years, can be nominated for an additional 2 terms for a total of 6 years
- **Expectations:** members work together to find host churches, set dates and times, and provide publicity for programs sponsored by the committee; for the Confirmation Retreat, committee members also brainstorm ideas for the day, set a theme, recruit leaders for the various parts of the program (e.g., registration, welcome, ice breakers, workshops, lunch, worship), name a mission project, develop registration flyers, set the cost per person, handle pre-registration, make nametags, buy supplies, work with the host church to provide snacks and lunch, write thank you notes, and work with the E.A. Treasurer to pay all bills associated with the retreat; for the Clergy Appreciation luncheon, committee members also plan a short program (either a speaker or entertainment) and arrange for the meal to be prepared and served
- **Accountability:** reports to the Eastern Association Council
- **Qualifications:** must have reliable transportation; event planning skills desirable
- **Support and Resource:** access to an Associate Conference Minister; budget available for planning events