

Job Description



School & Church Liaison: St. Rita Church Christmas Bazaar

Responsible for working with the St. Rita Church Christmas Bazaar Committee to plan and prepare for this event which benefits both the St. Rita School scholarship fund as well as the parish CCD program. School & Church Liaison's tasks will include but are not limited to:

- Attending Christmas Bazaar meetings
- Working with parishioner chairperson of Christmas Bazaar, assist with creation and distribution of event flyers
- Preparing PTO baskets for raffle (funds must be authorized at first PTO meeting in September)
- Organize several games for children at event. Past games include:
 - Moonbounce (www.bigcountryamusements.com)
 - BINGO
 - Bean bag toss
 - Face painting
 - Duck pond
- Secure prizes for games
- Publicizing event in School & PTO newsletter
- With the assistance of the 8th grade teacher, offer service work opportunities for Confirmandi which may include:
 - Event set up
 - Event clean up
 - Booth staffing
 - Working BINGO game

- Manage Confirmandi on event day. Gently remind Confirmandi that they are the “face” of the church & school and to dress and act accordingly 😊
- Solicitation of bake sale booth items from school parents through School & PTO Newsletter and “Calling all Chefs” committee
- Solicitation of hand made items for craft booth from school parents through School & PTO Newsletter