

POLICY 7.2 The Archbishop's Dinner

The Archbishop's Dinner (Dinner) is an annual **community building event** that may also serve as a fundraising event for the needs of the Archdiocese. It is an opportunity for parishioners to come together and enjoy an evening with the chief shepherd of the diocese. It is an enjoyable event when all share in the tasks and the fun of the event.

The intention is that the Dinner will be hosted once every five years in each deanery of the Archdiocese. The hosting schedule is directly related to the Archbishop's Canonical Visitations schedule and may be found in Policy 7.3.

The **responsibility for hosting an Archbishop's Dinner** lies primarily with the Deanery Pastoral Council. The preparations and organization are shared between the Deanery Pastoral Council's organizing committee and the Archdiocese. **All people involved in organizing the Archbishop's Dinner are encouraged to use the checklist that accompanies this policy.**

Timeline

1. The Archbishop will consult with the Dean about ensuring the Archbishop's Dinner is on the agenda for a meeting of the Deanery Pastoral Council **at least one year** before the intended date of the dinner.
2. An organizing committee will be struck by the Deanery Pastoral Council **at least six months** before the intended date for the Dinner.
3. Promotional materials, such as posters and bulletin announcements, are created **at least three months** before the date of the Dinner.
4. Tickets are printed and distributed **at least two months** before the Dinner.
5. The event is **primarily a dinner, followed by the Archbishop as the guest speaker**. A suggested schedule for the event is 6:30 for drinks (cash bar), 7:00 for dinner, 7:45 for speech; 8:45 for any other activities and conclusion to the evening. The evening should conclude at about 9:30 p.m.
6. The organizing committee will inform the Finance Administrator of the requirement for liquor and gaming permits **at least three months** before the date of the dinner. The organizing committee will follow the directions of the Finance Administrator regarding the steps to take to obtain the necessary permit(s).

Organizing committee responsibilities

1. The committee will provide the Archdiocesan Finance Administrator with the budget for the dinner before any expenditures are made. The ticket price is set at \$35.00, and is meant to cover the price of the meal and all other costs associated with the dinner.
2. The committee will confirm the date, including the start and end times, and select the parish for the Dinner.
3. In consultation with the Deanery Pastoral Council, the Archdiocesan Finance Administrator, and the selected parish, the committee will book the venue for the Dinner **at least four months** before the date of the Dinner. The Dinner **need not be held in a parish hall** if it is either too

small or otherwise inadequate for such an event. The committee may need to book a school gym or some other venue (which they may have to rent).

4. The committee will put together the Dinner program, taking into account the description above. The committee may wish to include **other fundraising activities** at the Dinner e.g. silent auction, live auction, 50/50 tickets, with the proceeds going to the needs of the Archdiocese. The committee will be responsible for arranging and executing any additional fundraising activities.
5. The committee will arrange for the design of the promotional materials and tickets, either alone or in consultation with the Executive Assistant to the Archbishop.
6. The committee will make arrangements for local advertising of the Dinner, distribution and sale of tickets, catering and serving of the meal (as required), decorations, and anything else related to the set-up and clean-up of the Dinner.
7. In consultation with the Archdiocesan Finance Administrator, the committee will collect all monies related to ticket sales and fundraising activities, and ensure that all Dinner expenses are appropriately receipted and accounted for.

Archdiocese responsibilities

1. **All expenses** associated with this event will be borne by the Archdiocese; the local deanery or parishes or organizing committee are not responsible for these expenses. Forward all receipts or bills to the Archdiocesan Finance Administrator.
2. The Chancery Office/Executive Assistant to the Archbishop will handle **the printing of tickets and posters**, and any advertising across the Archdiocese. As noted above, the organizing committee will provide the date, time, and venue of the Dinner to the Executive Assistant no later than three months before the date of the Dinner. The Archdiocesan Finance Administrator will verify the information on the ticket before signing off on the proof.
3. The Executive Assistant will ensure that all necessary equipment for the Archbishop's speech/presentation is available at the venue.

Accepted by the College of Consultors on 15 May 2010

Amended by the College of Consultors on 14 February 2017

Amended by the College of Consultors on 25 October 2017

Checklist for the Archbishop's Dinner

Host Deanery:		Date of Dinner:	
Deanery Pastoral Council			
(✓)	Task or activity	Timeline	Actual Date
	Confirm with Archbishop that Dinner will be discussed at next meeting of the Council	≥ 12 months	
	Set up an organizing committee for the Dinner	≥ 6 months	
	Distribute tickets and posters	≥ 2 months ⇒	
Organizing Committee			
(✓)	Task or activity	Timeline	Actual Date
	Select the host parish and date for Dinner	≥ 5 months	
	Set a budget for the dinner and inform Finance Administrator	≥ 5 months	
	Book the venue for Dinner	≥ 4 months	
	Arrange details of meal (caterer, service, clean up)	≥ 4 months	
	Put together Dinner program, including fundraising activities	≥ 4 months	
	Confer with Finance Administrator about permits (liquor, gaming)	≥ 3-4 months	
	Provide Chancery with Dinner details (date, time, place)	≥ 3 months	
	Design poster and tickets for Dinner	≥ 3 months	
	Distribute tickets and posters, advertise locally	≤ 2 months	
	Ensure funds raised are collected and forwarded to Finance Administrator	≤ 2 months	
	Provide receipts for all expenditures for Dinner to Finance Administrator	Ongoing, until one month after Dinner	
Archdiocese/Chancery			
(✓)	Task or activity	Timeline	Actual Date
	Print posters and tickets for Dinner	3 months	
	Ensure equipment for Dinner presentation is at venue	≤ 1 week	

October 2017