

First Baptist Nashville Arts Service Group
Organizational Leader Commitments
October 2011

Staff representative: Rus Roach

Chair: Kenna Eaton

Treasurer: _____ works with Rus to make sure available funds and donations are recorded and used correctly

Secretary: _____ keeps record of all email correspondence, meeting "minutes," contact lists, organizational lists, guest book, prospective FBC member list

Copy Editor: _____ enlists quality writers, and submits articles to newspapers, magazines, and in-house publications (Midweekly, Evangel, SAALT, etc)

In-House writer/reporter: _____

Public Relations writer/reporter: _____

Graphic Designer: _____ works with Copy Editor to prepare print-ready and on-line materials for meetings, shows, PR, etc. and makes sure there is a consistent and appropriate style representing FBC

Arts Festival Coordinator: Kenna Eaton

Call to Artists: _____

Volunteer Sign-Up and Supervision: _____

Receiving and Handling of Art: _____

Gallery Walls Set-up and Tear-down: _____

(Additional volunteers will be needed depending on details of the festival which are still unknown)

Inventory Catalog Coordinator: _____ organizes current information and artwork into a user-friendly and accurate inventory catalog for insurance purposes, rotating gallery resource, media writer resource, etc.

Gallery Developer and Coordinator: Kenna Eaton helps secure, prepare and hang art in appropriate spaces in our building (long-term and temporary)

Rotating Gallery Assistant: _____

Long-term Display Assistant: _____

Artist Statement / Art Interpretation Display Labels: _____

Archival Repair and Maintenance Assistant: _____

knowledgeable on safe and appropriate hanging/storing needs of different materials/art objects and informs best practices to anyone handling art (may need occasional volunteer help)

Life Change University Class Study (Scribbling in the Sand: Christ and Creativity
by Michael Card, Feb. 2012): Kenna Eaton

Technical Support: _____ (Skye / web participation)

General Support: _____ (room set-up, student contact)

Final Class "Star Party": _____ organizes evening event in
dark setting (Natchez Trace Pkwy?) for telescope viewing and sharing insights
resulting from the study

Community/Missions Volunteer Coordinator: _____ Looks for
downtown opportunities and finds out what FBC members are already involved in;
coordinates schedules with community contacts if necessary, communicates needs to
Copy Editor

Room in the Inn Art Studio: _____

Frist Center: _____

etc.

Open Studio Facilitator: Kenna Eaton

8am - 5pm every Thursday - Rm 100 East building (morning and afternoon
sessions with break for lunch and devotional in Fellowship Hall).

Live Model Coordinator: _____ Works from list of volunteer
models that may or may not need transportation

General Support: _____ (help set-up - room 100 East building,
artist contact)

Daily Devotional Coordinator: _____ enlists FBC visual artists,
speakers/readers/actors, musicians, videographers, etc. to develop a unique daily
devotional and scripture reading that will be accessed by our website and be included on
members' facebook homepages, etc. Possible launch dates could be Advent, Easter, or
2012 Arts Festival. Should definitely involve youth/college volunteers.

Graphic Designer: _____

Recording Engineer: _____

Photographer: _____ will often involve photographing
existing and commissioned visual art

Videographer: _____

Readers: _____

Building / Maintenance Liaison: _____

Youth Ministry Liaison: _____

College Ministry Liaison: _____

Recreation / Crafts Ministry Liaison: _____

Senior Adult Ministry Liaison: _____

Missions Ministries Liaison: _____

Children's Ministry Liaison: _____

Music Ministry Liaison: _____