

WORLD COMMUNICATIONS DAY

Central Coordination Committee

The Pastor, along with the World Communications Day Central Coordination Committee, oversees and approves the entire World Communications Day Media Information Fair.

THE CENTRAL COORDINATION COMMITTEE IS COMPOSED OF THREE CONSTITUENT PARTS:

Refer to Organization Charts WCD-001 and WCD-002.

1. **Head Coordinator** - The Central Coordination Committee is directed by a Head Coordinator who is responsible for the overall project and for the budget. This person is also responsible for keeping the Pastor informed about the status of the project.
2. **Assistant Head Coordinator** - There are two Assistant Head Coordinators assigned who create the overall plan and work with the individual table exhibit committee members to pull the project together. The Assistant Head Coordinators are responsible for:
 - The assignment of people to head each individual table exhibit committee (Formation of Committees – **Section 3**).
 - Publicity for the Media Fair (Publicity Preparations Checklist and Forms – **Section 4**).
 - Church or Organization hall preparations (Hall Preparations Checklist and Forms – **Section 5**).
 - Setting committee standards and goals and for resolving any questions from the individual table exhibit committee members (Media Table Exhibit Preparations Checklist and Forms – **Section 6**).

- 3. Table Exhibit Committee Members.** The third component of the Central Coordination Committee is the individual table exhibit committee members who are responsible for their particular exhibit or display. World Communications Day Media Table Exhibit Committees are as follows:

**Cinema
Internet
Press-Print
Radio
Television
Telephone
Communications Career
Eternal Life
Evangelization
Media Response
Spiritual Formation
Writers Guild
Free Handouts**

**THE CENTRAL COORDINATION COMMITTEE'S
SPECIFIC OBLIGATIONS ARE AS FOLLOWS**

Make Arrangements

- Invite any publishers or vendors you want at your event, e.g., a bookstore to do an Eternal Life table display on the World Communications Day theme.
- Invite any authors or speakers you plan to have.
- Get a current Christian movie preview DVD/VHS and poster (s) for the movie preview room along with a Big Screen TV set and determine where the room will be.
- Decide which Classic Movies will be shown on a regular TV set and where.
- Promote your WCD event.

Itemize the Media Fair's Costs

- Make or buy table floral arrangements.
- Make or buy food for the main food table and the individual table exhibit snack foods: candy, cookies, and donuts – “hook” items to tempt visitors to linger.
- Buy 8 ½ x 11-inch plastic sign holders.
- Select a media saint and prayer for your prayer card – then get them commercially printed.
- Buy Fr. Hardon Media Apostolate brochures.
- Make and print World Communications Day programs, banners, flyers, posters and also make the table ID's with the name of the committee exhibit (e.g. Cinema) with WCD theme art to put in the plastic holders.
- Rent white tablecloths and alternating royal blue and burgundy table skirts.
- Set a pre-determined budget for each of the media display tables.

Other Duties and Responsibilities

- Assign person or persons to man each table on World Communications Day.
- Place a donation sign and box on the entrance table.
- Display a Papal flag and an American flag next to the entrance table.
- Prepare the “Apostolate Board of Directors, Committee and Sponsor's Credits” list for the center circular table or entrance table.

The Size of the World Communications Day Media Information Fair

There are three key factors to take into consideration before you determine the size of your Media Fair:

1. The number of volunteers who step forward to participate and their qualifications or abilities.
2. The funding available to pay for expenses incurred, such as printing, table tops and skirts, food, flowers, plastic holders, media materials, etc.
3. The lead-time or the time available to implement the plan decided upon by the Central Coordination Committee.

So, Where Do You Start?

- Get permission and support from your pastor and continue to keep him apprised of your progress throughout the planning process. Get his approval before making any commitments, incurring any expenses or contracting for any services. A priest or deacon should be involved in every aspect of oversight and planning.
- Begin to form your Central Coordination Committee in late summer for action the following spring.
- Decide on your format for the event: media fair, guest speaker, symposium, etc.
- Prepare a timeline and keep all the committees on schedule by frequent meetings and regular intra-committee communication.

The title of the Holy Father's World Communications Day message is released on September 29th of each year. Check our website to find out what the upcoming theme will be to expedite the formation of your program:

www.fatherhardonmedia.org/wcd.html

Continue To

- Determine the purpose and objective of each exhibit and keep each on target.
- Begin doing research and preparing handout materials for every committee.
- Contact any vendors or publishers that you would like to participate at least two months prior to your event.
- Contact any authors or guest speakers as early as possible.

Once the Plan Has Been Finalized

- Determine what your expenses will be and stick firmly to the budget.
- Try to find a person or a parish group to help underwrite the cost of the project.

Venue

World Communication Day (WCD) is celebrated on the Sunday before Pentecost.

Critical Needs

- The Pastor, priest(s) and parish wholeheartedly support the effort.
- Foremost among the needs are carefully selected dedicated, pro-active, innovative, committee heads who work well with others and who are prepared to take up the slack that inevitably comes into being in the planning and execution of an event of this nature. It is recommended that there be two people serving as Assistant Head Coordinators for this event.
- It is imperative that individuals with logistical and medium to large event-hosting experience be called to serve. Promotional, public relations and communications skills are needed. People with ‘connections’ – those who can obtain donations of materials and handouts are invaluable. And artistically gifted volunteers should be involved for promotion and set-up.
- And, without question, there needs to be enough ‘bodies’ to stand at the exhibits for the duration of the event. Those volunteers need to be able to answer questions related to the table being staffed.
- There can never be enough volunteers. And no one is compensated for their efforts, their time or talent. This is work for the Mother Church and for the good of our society, our communities, and our families. However, legitimate expenses incurred to develop the event must be reimbursed to the volunteers in a timely manner.

Speaker’s Bureau

The Central Coordination Committee will be provided with a list of approved speakers. They will, under the direction of their pastor, also recruit and instruct Catholics who are well trained in their Catholic faith and are in earnest to use the modern means of communications to defend and proclaim the Gospel of Jesus Christ. Arrangements will be made for Catholics well formed in the Catholic faith to appear on radio and television programs to present the truth and to provide a Catholic rebuttal to various anti-Catholic positions. As representatives of the Church, bishops, priests, religious and laity are increasingly asked to write in the press, or appear on radio and television or to collaborate in the making of films.

When the media does not refrain from error, from lies, from deceit when presenting the Catholic faith, the CEO’s of the offending newspapers, television and radio networks should be contacted. The media is to ensure that religious features are entrusted to serious and competent persons and are handled with proper respect. They are to be reminded that a ‘propaganda campaign’ with a view to influence public opinion is justified only when it serves the truth, and when its objectives and methods accord with the dignity of man. It must be stressed that some types of propaganda are inadmissible. These include those that harm the public interest or allow for no public reply.

Conclusion

The options for a World Communications Day celebration are almost endless. What truly matters is that, in some way, we give recognition to the Holy Father's message and promote use of the modern means of social communication for the enrichment of society, in conformity with the objective moral order.