

Board of Member Care

Church Picnic Team Coordinator

Mission Statement: The church picnic offers an outdoor worship service in conjunction with VBS, along with a celebration and fellowship for the members and visitors of Grace, all to glorify God.

Description: The church picnic team coordinator will coordinate the setup and takedown of the worship service and fellowship hall, and oversee the other picnic teams in planning the picnic meal and other fellowship opportunities, including games, for members to take part in.

Qualifications:

- Member of Grace Lutheran Church.
- Well organized
- Open to new idea and inputs
- Good at communicating with others.

Responsibilities:

1. 8 weeks prior to the picnic, organize a pre-picnic meeting with the volunteer coordinator to 1) update the previous year's signup list as necessary according to what is needed for the current year, and 2) establish a meal team.
2. Once the volunteer coordinator has confirmed the meal team, organize a meeting with that team to help plan the menu and volunteer needs.
3. Check in with the meal team and monitor their needs.
4. Check in with the volunteer coordinator and monitor his/her needs.
5. Check in with games coordinator and monitor his/her needs.
6. Contact the Worship Elder with any questions on what is needed for the worship service setup. Tasks for setup are detailed in Check List for Picnic Prep.
7. Review and write a brief summary of planning and picnic and submit it to the Member Care Elder within 2 weeks after the picnic. Document improvements and/or suggestions to existing format based on member/visitor input.

Time Commitment:

- 1 meeting with the volunteer coordinator and meal team pre-picnic.
- Brief check-ins with meal team, volunteer coordinator, and games coordinator.
- 4-8 hours expected the weekend of the event.
- At-will commitment, for as long as you are willing and able to serve.

Relationships: This person works with the following people:

- Pastor- ensure all service items are available. (audio, lectern, etc.)
- Worship Elder- verification of worship schedule; assistance with service set-up.
- Property Elder- hall setup assistance and assistance with access to garage and games
- Office Staff- coordination of tent, bounce house, other rentals needed.

Training: Training will be provided by the outgoing coordinator or Member Care Elder. Past event notes and shopping list are available to serve as a guide.