

Board of Member Care

Church Picnic Team Games 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 games coordinator is responsible for coordination and management of the outdoor games for kids and the indoor BINGO game.

Qualifications:

- Member of Grace Lutheran Church.
- Well organized
- Good at communicating with others.

Responsibilities:

1. **4 weeks prior to the picnic**, ask Mike Remiker (920-901-0768) to get the games down and set them in the garage. Check to make sure they are in good working order.
2. If any repairs are needed, contact the picnic coordinator.
3. Check with the VBS coordinator to see if there will be enough teens to manage all the games. The teens that helped during the week of VBS usually help with them. Also check volunteer signup sheet for the picnic.
4. **4 weeks prior to picnic:** Check the VBS bin in the hall closet to see what is left over from the previous year for prizes. There should be school supplies as well as miscellaneous prizes. Give a list of needed school supplies to VBS committee to add to donation board.
5. Purchase more miscellaneous prizes as needed. Submit receipts to Ann Hornes, Finance Manager, for reimbursement.
6. Set up prize tables the day before the picnic.
7. Set up BINGO game and pull prize cart into fellowship hall. BINGO prizes are organized by Ann Hornes. (Only if Ann is not taking care of this.)
8. With the help of the teens, set up games in tent after lunch.
9. Manage the prize table during games.

AFTER PICNIC

10. Put games from tent back out in garage. There should be some volunteers from the signup sheet to help with this. The teens are usually willing to help with this as well.
11. Put away game prizes and supplies.
12. Put away BINGO. (Only if Ann is not taking care of this.)

Time Commitment:

- 2-3 hours pre-picnic for checking games, purchasing prizes if needed, and setting up.
- 2 hours during picnic game time.
- 1-hour post-picnic for cleanup.
- Commitment for 1 Church Picnic. Future picnics are at-will if you are willing and able to serve.

Relationships: This person works the Church Picnic Team Coordinator and those who man the games and prizes.

Training: Training will be provided by the outgoing games coordinator or the Church Picnic Team Coordinator.