

Board of Member Care

Easter Breakfast Team Coordinator

Mission Statement: The Easter breakfast encourages fellowship with the enjoyment of food among members and visitors to Grace in celebration of Christ's resurrection.

Description: The Team Coordinator oversees the team leaders, and assists where needed, as they develop a menu, purchase necessary supplies, coordinate hall set-up, meal preparation, and clean-up of the event in conjunction with Easter services.

Qualifications:

- Member of Grace Lutheran Church
- Well organized
- Open to new ideas and input
- Good at communicating with others

Responsibilities:

1. Coordinate a team consisting of a Food Team Lead and Volunteer Coordinator.
2. Provide the Volunteer Coordinator with the list of tasks (list provided for you) for the breakfast that need to be completed by a volunteer so the volunteer coordinator knows how many volunteers will be needed. This list includes people to help with hall set up, preparing the food, and cleanup after the breakfast.
3. Update the provided signup schedule for volunteers, put out in fellowship hall, and ask office staff to create an announcement for it.
4. Assist the Food Team Lead in developing a mutually agreed upon menu for the event, coordinating the purchase of necessary food and materials for the meal, and the plan for preparation of the meal.
5. Assist with any tasks that Food Team Lead and Volunteer Coordinator need help with.
6. After the breakfast and together with the Food Team Lead, review and document improvement and suggestions to existing format based on member/visitor input.
7. Individually thank all team members and ask if they are willing to serve again with the following year's event.
8. Using the previous year's documents as reference, provide a written summary of event to Member Care Elder within 2 weeks of event. Forward all new documents to office staff to save.

Time Commitment:

- Time includes invitation of members to serve as Food Team Lead and Volunteer Coordinator (MMC can provide you with suggestions if needed), along with 1 or 2 short meetings with the team prior to event.
- 4-6 hours weekend of Easter.
- At-will commitment, for as long as you wish to serve.

Relationships: The Coordinator works with the Property Elder to check for availability of hall and chairs, the Worship Elder for verification of worship schedule services, and other members of the Easter Breakfast team.

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.