

# Board of Member Care

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## Easter Breakfast Volunteer 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 volunteer coordinator invites members to serve on the Easter Breakfast Team and manages the provided schedule of volunteers needed in conjunction with Easter services.

**Qualifications:**

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

**Responsibilities:**

1. From the provided list of tasks associated with Easter Breakfast, invite members of Grace to serve in various rolls by managing signups put out by the Breakfast Coordinator, as well as give personal invitations as needed. A general listing of areas needing help and number of volunteers for each area is provided.
2. Provide the food team captain with the names and numbers of those who will help on the food team.
3. Coordinate volunteers to serve with setup and cleanup.
4. After the event, check with the breakfast team coordinator and food team captain to see how things went and if they have any revisions they would like to make to the volunteer needs going forward.
5. Review and update the "List of emails sent and responses" document for the following year. The Breakfast Coordinator will provide you with this list.
6. Email the updated task list and volunteer list to the office admin with a note for her to print them, put them in the Easter Breakfast file in the office filing cabinet, and save to the Easter Breakfast current year's digital file.

**Time Commitment:**

- 1-2 meetings with Easter breakfast coordinator and food team captain.
- 2-3 hours collectively for updating signups and contacting potential volunteers.
- 20-30 minutes to update lists after event.
- At-will commitment, for as long as you are willing and able to serve.

**Relationships:** The volunteer coordinator works with the other members of the Easter breakfast team, the Member Care Elder, and the Member Ministry Coordinator.

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