

# Board of Outreach

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## Fall Fest Event Coordinator

**Mission Statement:** Grace Lutheran Church's Fall Festival provides the adults and children at Grace an opportunity to serve the members of our community, especially those who are unchurched, by inviting them to see our church first-hand and to enjoy fun, fellowship, and food as a means to glorify God and raise funds to help a selected group of people in need.

**Description:** The Fall Fest Coordinator oversees the individual Fall Fest team leaders in planning and running the event, invites other members to help the day of the event, and coordinates the set and takedown of the fellowship hall prior to and after the event.

**Qualifications:**

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

**Responsibilities:** (A more detailed to-do list will be provided to you)

1. Invite previous year's team leaders to serve in their previous roles (a list of these leaders will be provided).
2. Organize a planning meeting with other team leaders.
3. Advertise event (see to-do list for details).
4. Update previous year's documents with current dates, etc, Documents are located on a flash drive in the "Fall Fest" file in the filing cabinet in the office.
5. Contact local businesses listed on the previous year's list to see if they would like to donate again to basket raffle.
6. Purchase attendance prizes if there are not enough left over from the previous year.
7. Make verbal announcements after worship about the event and ask the office to put out the signup sheets.
8. Create email message and send to office to be emailed to families with young children inviting them to the event.
9. Make sure there are people signed up to help set up the day before the event and to help at the event. If there are not enough, the Member Ministry Coordinator can provide some names of people to contact.
10. Create email message and send to office to be emailed to all members inviting them to the event.
11. Oversee setup the day before the event.
12. On the day of the event, oversee and help wherever needed. Draw a name every half hour for attendance prizes.
13. Manage cleanup after event.
14. Total money collected and give to Finance Manager with request to send check to charity of choice.
15. Contact team leaders after event and note their input for the following year. Provide a written summary of the event for the office files and the Outreach Elder.
16. Save all updated documents on the flash drive and return to the Office Admin. Ask her to save all docs to the shared drive and return the jump drive to the filing cabinet in the office.
17. Mentor and train the next Fall Fest Coordinator when stepping down.

**Time Commitment:**

- 2 meetings pre-event with the Fall Fest team.
- Approximately 20 hours including individual planning time, event time, and meetings.

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**AR & Updated 11/4/24**

Approved 9/18/23      Page 1 of 2

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- 2-event commitment (1 Fall Fest per year), but may serve longer if you are willing and able.

**Relationships:** This person works with the other Fall Fest team members and communicates with the office staff and the Outreach Elder.

**Training:** Training will be provided by the outgoing Fall Fest Coordinator.

***\*If you have any questions, please contact Bruce Bitter, Outreach Elder, at (920) 901-8160.***