

Board of Outreach

Fall Fest Basket 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 basket coordinator organizes and manages the basket raffle.

Qualifications:

- Member of Grace Lutheran Church or other WELS church
- Well organized
- Good at communicating with others

Responsibilities:

1. Contact the office and ask for the list of members who have donated baskets for Fall Fest in the past. Contact these members to see if they are willing to donate again. The Fall Fest Coordinator will put out a signup sheet for all members to donate a basket as well.
2. Create baskets with individual items if any have been donated.
3. Create signage for the basket tables.
4. **1 week before event:** Display any baskets that have been dropped off already on tables in the fellowship hall along with supplies for collecting the tickets. Be available to sell tickets between worship services the Sunday prior to the event.
5. Manage the tables during the event.
6. Contact basket winners that are not present.
7. Write a brief summary.
8. Mentor and train the next basket coordinator when stepping down.

Time Commitment:

- 1-2 meetings pre-event with the Fall Fest team.
- 8-10 hours including pre-event, event, and post-event time (does not include meeting time).
- Commitment for 1 Fall Fest event, but may serve longer if willing and able.

Relationships: This person works with the Fall Fest Coordinator and other Fall Fest team members, and communicates with the office staff.

Training: Training will be provided by the outgoing basket coordinator.