

Board of Outreach

Fall Fest Crafts Manager

Mission Statement: Grace Lutheran Church's Fall Fest serves adults and children at Grace and in the community, as well as a selected group experiencing a hardship, by offering fun, fellowship, and food as a means to come together to glorify God and raise funds to help the selected group of people in need.

Description: The crafts manager plans and manages pre-packaged crafts and coloring.

Qualifications:

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

Responsibilities:

1. Go through any crafts and coloring pages that may be left over from the previous year and determine if any will be used for the current year.
2. Order more craft kits if needed from www.orientaltrading.com . Plan for a total of 50 identical craft kits.
3. Find printable Fall coloring pages online and print a total of 50 copies of simple patterns and 20 copies of ore detailed pictures..
4. Ask preschool teachers for availability and location of crayons, pencils, and other supplies that maybe needed. Purchase additional supplies if necessary.
5. **The day before or morning of event:** Lay out crafts kits, coloring pages, and supplies on the tables in the fellowship hall. Display a finished craft and print directions in large font and attach to table.
6. **At the event:** Monitor the craft and coloring tables. Clear garbage from tables as needed. Offer help and print additional coloring pages if needed.
7. **After the event:** Pack up leftover crafts and coloring pages and put back in bin in maintenance closet. Return borrowe supplies to their proper locations/rooms.
8. Train the next crafts manager when stepping down.

Time Commitment:

- 1-2 meetings pre-event with Fall Fest team.
- 3-4 hours for planning, event time, and cleanup.
- Commitment for 1 Fall Fest event, but may serve longer if you are 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 previous crafts manager.