

# Board of Outreach

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## Fall Fest Bake Sale Team

**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 bake sale team organizes and manages the bake sale.

**Qualifications:**

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

**Responsibilities:**

1. **3 weeks prior to event:** Contact the office and ask for the list of members who have donated baked goods for Fall Fest in the past. Check the signup sheet in the fellowship hall to see who from the list has already signed up to donate. Contact those who have not signed up to see if they are willing to donate again this year.
2. Check the kitchen to make sure there are baggies, paper dessert plates, saran wrap and small to-go boxes to package the goods. If more are needed, purchase them and turn the receipt in to the Finance Manager for reimbursement.
3. Invite 4-6 people to help package baked goods on Friday, and 3 people to manage the counter and money on the day of the event. Starting money can either be taken from safe out of Kitchen Fund or SS money (**put a note in these of how much you took out so you know what to put back IMMEDIATELY after event**) – OR - ask the Finance Manager for this money ahead of time if you don't have access to money in safe.
4. The Friday before the event, package and price all the baked goods that have been brought to the kitchen. (cookies - \$.50 - \$1.00, bars - \$1.00 - \$2.00, breads \$3.00-\$6.00)
5. Display the baked goods on the kitchen counter.
6. Put out left over baked goods, along with the bin for monetary donations, for Sunday and Monday's worship.
7. Train the next bake sale team when stepping down.

**Time Commitment:**

- 1 meeting pre-event with the Fall Fest team.
- 3-4 hours for other tasks listed, including preparation.
- 3-4 hours the event.
- 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 current or previous bake team members.