

Women on a Mission

We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father and with his Son, Jesus Christ. 1 John 1:3

SERVICE - MEMBER: *Meals / Congregation*

Women on a Mission organize meals and coffees for the congregation throughout the year. An annual calendar is prepared to coordinate the meals or coffees for special services, congregational meetings, new members welcome, and others that the pastor, church Elders or *Women on a Mission* may consider.

This position's responsibility includes:

- With the aid of the pastor, create a calendar of all special services, quarterly congregational meetings, new members welcome, vacation bible school and church picnics, etc. This annual calendar will start on Kick Off Sunday.
- Using a sign up sheet, title each event with the date and whether it is a meal or coffee. A coffee usually requires two servers, a meal usually requires three, and it is suggested to have four serve on a picnic.
- Several weeks before Kick Off Sunday, call members and fill as many openings as possible. Dividing the families of the congregation with other *Women on a Mission* members, will make this task less of a burden on one person. You may consider having both the men and women serve on these events.
- After Kick Off Sunday sign up sheets have been collected, forward a copy of the meal sign up sheet to the church secretary. She will post the names of those serving in the church bulletin.
- One month before event, send the servers a *Thank you for serving* form, detailing the date, what the event is, and the names of others serving with her.
- *Place a copy of an *event survey* form in the *Women on a Mission* Meals Binder located in the kitchen. Occasionally look through the book and help keep it in order.
- If there are not enough servers for an event, you will need to help find adequate coverage either by calling members, notify church secretary to post needs in the church bulletin, or ask others serving on the event if they wish to recruit their own help.

* A suggested copy of the *event survey* form follows.