

Women on a Mission

“...to prepare God's people for works of service, so that the body of Christ may be built up...” Eph 4:12

SERVICE - OUTREACH: *Giving Tree*

This Christmas program is designed to aid families or individuals of the congregation, school, or community, with items or services that meet the families' needs.

This position's responsibility includes:

- Find families that are in special need of help. Work with the aid of the pastor; principle; Samaritan House; Macomb Family Services or others who may know of someone.
- Set-up Giving Tree, including decorating, and removal when program is completed.
- Create tags listing items, for members and non-members to select. Distribute letter-explaining program.
- Sorting and distribution of gifts to families or organizations.
- A written report (summary) will need to be forwarded to the *Women on a Mission Service Outreach Coordinator*, detailing the outcome of this year's project. It will be reviewed at the following *Women on a Mission* board meeting.

Items / Services list:

- Keep a list of items/services, for each family. Use this list for writing items on the tags.
- Plan to hang an average of 2 to 3 items per each church member.
- **Each family should also receive a bible; church service schedule; devotional materials and a card** from the Women's board, signed by the Pastor. A free-will basket may be placed in the narthex to pay for the bibles. You will need to inform the *Women on a Mission* board for how many bibles are needed.

Giving Tree Set-up:

- Display the tree in the Narthex area so that it is accessible to select tags from the tree
- All displays should be coordinated with the church Decorating Committee.

Tags:

- Design tags so that it will be easy to identify different families' items, once they are wrapped.
- Use supplied crosses (stored with the church Christmas supplies) or other items to replace tags once they are selected; so that the tree will not appear bare.

Gift distribution:

- Sort gifts one week before Christmas, and distribute to families or organizations that have supplied family name.
- **Include the bible; church service schedule; devotional materials and a card.**

Display removal:

- Remove display following church un-decorating schedule.
- Store supplies in the designated area for Christmas supplies.