

The Good News Crew Check List:

Check off sheet for organizing a monthly congregational luncheon:

Initial Task: Organize a team of 2-4 volunteers. They help make reminder check-in calls or well checks, help with decisions on meals and activities, offer rides or help with clean-up/set-up

Monthly Tasks:

1. Find a **speaker**
2. Find a musician or craft **activity** related to the season-our artist in residence is very helpful with this and enjoys getting our Crew involved.
3. Find a **caterer and someone to provide birthday cake, if desired.**
4. **Email the volunteer team** and staff with plan and any needed assist with set-up or communication. -2 weeks before event
5. Volunteers call their respective lists of guests to see if they would like to RSVP. (Usually 1 week ahead of meeting, request RSVPs by 4 days ahead of meeting to give number to caterer)
6. Find 1-2 **volunteers for day of** meeting to help with set-up and clean-up (usually easy to find participants willing to show up a bit early or stay late)

Event tasks:

1. Arrive an hour early to **set-up**-including communion, drink cart, table décor, craft supplies if applicable. Direct the caterer.
2. **Greet guests** with name tag, chat/hug, and collect payment for the luncheon.
3. **Lead welcome reflection and prayer when ready to start formal program** and Introduce speaker
4. Thank speaker. Announce birthdays and sing "Happy Birthday." Announce caterer and meal. Welcome guests to start buffet line.
5. Top off drinks.
6. Assist with **servicing food** and ask for volunteer to help as well.
7. After meal, invite minister to share church updates and sharing of prayer concerns. Hand out communion elements. Pastor leads communion and ends meeting.
8. **Clean up.**

Simple things churches could do (this gathering is multi-faceted, but could easily be done in components to suit the needs of your congregants:

- Plan a monthly catered luncheon with guest speakers. Bonus if lunch cost can be subsidized. If cost is a concern, I have come across some community medical practices that are catered to older adults and are willing to provide a catered lunch to present about their services. Have to-go boxes available for people willing to take leftovers.
- Ask a musician from your congregation to provide entertainment or sing-along outside of normal service hours with snacks provided.
- Special prayer time for sharing concerns, communion, and updates with the church staff

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