

Christmas Decorating Team and Coordinator

Purpose: To decorate the Narthex, sanctuary, Living room and New Life Center in the spirit and style of Christmas, enhancing our Advent worship. .

Responsible to: Director of Administrative Support (Brian Booth)

Job description: This is an annual task - setup and later, take down, of internal Christmas decorations. A volunteer coordinator, at the direction of Brian Booth, organizes volunteer teams and schedules, then directs, the actual tasks.

The coordinator job requires preplanning and communication with staff and volunteers. Some specifics:

1. Determine if there is a specific subject matter or theme.
2. Check the inventory of materials and purchase new items, if needed.
3. The day(s) for decorating and taking down the decorations should be put on the church usage calendar in October. Decorations need to be in place for the first Saturday service of Advent.
4. Contact the Facility Manager to inform his custodial staff of the work plan and needs for support.
5. Recruit and schedule volunteers. The church 'Pulse' and website are useful. Contact volunteers to work on the weekend following Thanksgiving [determine the best day]. They should also be asked to take part in taking down the decorations before Epiphany.
6. Make a specific work plan and assign people to selected tasks. In recent years, the setup has taken 2 - 3 hours, because we had a large number of volunteers and they were assigned to specific areas to handle. The co-coordinator must be available to give directions and suggestions as they arise.
7. In the past, the Facilities Maintenance Team (led by Bob Vossel) has helped with a team of men to bring Christmas boxes from the Garage storage to the church prior to need. Having 4 -8 guys to do this is good.



Decoration Areas: See detailed work plans and materials lists filed with Brian Booth.

COMMENTS:

1. Feel free to talk with past coordinators for ideas.
2. All boxes are labeled as to contents and areas where they are to be used.

Time requirement: For coordinator - several days prior to event, for planning and organizing. For team: One day decorating, 12 – 15 volunteers (need at least 3-4 strong men), with a similar time needed for the take down and storage of decorations after the holiday period.

Length of commitment: For team leader - this is limited to the holiday period of a few weeks, for planning and organizing, as well as leading the actual installation. The Decorating team volunteers are only involved for the weekends needed.

Training provided: No specific training, but past leaders are a valuable resource.

Qualifications or special skills: Generally, good organization and communication skills for the leader; a good eye for detail, some sense of design, and a willing hand and the needed physical abilities are all that is needed for the decorating team members.

Benefits to the volunteer: The volunteers can visually enjoy the fruits of their labor, sharing their work with the worshiping congregation for the whole Advent season. It is a Christmas gift to be given to the Lord and the church. Decorating camaraderie can also be great fun!