

Dog days, Donuts, and Deacons **Gathering August 8**

Sunday August 8, 2010 9:15 am-10:45 am

Overall coordinator: Janifer Meldrum 735-0399 or jmeldrum@satx.rr.com

Deacon coordinating food: Cindi Catlin

Parish: University

Objectives

- Faces. For you to meet your parish members and get current photos for your book
- Friendships. For your parish to meet you and other members of the parish
- Fellowship. To have a gathering in which both early service people and late service people can spend time together.

Preparation for Success

Date	Who	Task	Status
7/18	Deacons	Decide on name for event	Done
7/19	Janifer	Send copy of current plans to deacons and Marian Higgins for the Membership and Evangelism Committee.	Done
7/20	Sheri	Submit article for the <i>Multitude</i> .	Done
?	Cindi	Activity for children?	
7/28	Sheri	Give Anastasia story for <i>In Touch</i> .	Done
7/28	Deacons	Start calling your parish and inviting people to the event. Emphasize <ul style="list-style-type: none"> • Breakfast • 9:15-10:45 AM time • will be taking photos • Activities for children? • Prizes 	
7/30	Janifer	Ask Anastasia if we can set up tables on August 7, or if there will be another event.	
7/31	Deacons	Let Janifer know if you will be at the event. If not, please email her a photo of yourself or get her a framed photo to put on your parish's table.	
7/31	Deacons	What do you plan to bring as a drawing prize?	
7/31	Janifer	Make signs <ul style="list-style-type: none"> • Lawn signs, 2 • Wall signs (Sanctuary, Admin, CE, bulletin board, corridor) • Parish table signs. 	
8/1	Deacons	Send an email to your parish reminding them of next Sunday's event. If you don't already have a Group set up, good time to start. Note any bad addresses and call.	
	Cindi	Contact University Parish to bring food for gathering. Prefer breakfast items, orange juice. How make coffee and tea?	
8/2	Janifer	Remind deacons and Mission & Evangelism Committee about the upcoming event.	
8/4	Sheri	Give Anastasia story for <i>In Touch</i> and words for Bulletin.	Done
8/6	Anastasia	Print 10 UPC directories.	

Date	Who	Task	Status
8/7	Janifer	Set up 10 deacon tables in Room 4 and Forum. Each table will have <ul style="list-style-type: none"> • Table sign for Parish, e.g., "Robin Raquet Deacon for Fredericksburg Parish." • Photo of deacon. Especially important if you are not going to be present for all or part of time. • Current UPC directory. • Bowl or basket for drawing entries. • Individual slips for each person in that parish. • Blank name tags. • Marker. 	
8/7	Janifer	Set up one table in Forum for visitors and members without a parish. <ul style="list-style-type: none"> • Sign "Visitor? Don't know if you have a parish? Stop here! Janifer Meldrum, Moderator Board of Deacons." • Parish map tacked to wall behind. • Current UPC directory. • Bowl or basket for drawing entries. • Blank slips for drawing. • Blank name tags. • Marker. 	
8/8	Bud	Buy breakfast tacos.	
8/8	Cindi/UP	Set up tables for food and beverage.	
8/8	Cindi/UP	Set up recycling bins and have plan to empty.	
8/8	Deacons	Bring to church and bring to your table. <ul style="list-style-type: none"> • Drawing prize. • Notepad and pen to record things you learn or need to follow up. 	
8/8	M&E	Marian Higgins, Carol Brown, Bonnie Bartlett, Sandy Nicholson, and Kate Wilson will bring their cameras and take photos for us.	
8/8	Deacons	Wear your UPC name badge.	
8/8	Deacons	9:15 AM-10:45 AM Staff your table. Greet members of your parish. Ask an M&E photog to take a picture. Show them the directory info and ask if correct. Ask their preferred method of contact. Take their slip and have them put it in your drawing bowl. Record on your notepad: <ul style="list-style-type: none"> • Corrections for directory. • Preferred method of contact. • Parish concerns you learned about • Something you learned about a parish member • Names of people who had photos taken and a little about them ("red blouse, purple pin") so you can identify them when we go through the photos. • Ideas for how to do this better next time, or what seems to be working 	
8/8	Deacons	10:45 AM Draw from slips in your bowl/basket to pick a winner. Give her or him your drawing prize.	
8/8	M&E	How will we get photos? Sort and distribute to deacons.	
8/14	Deacons	Before deacons meeting, please send us all an email with your thoughts on how things went. Suggestions for future.	

Date	Who	Task	Status
8/20	Sheri?	Submit article with photos to <i>Multitude</i> so people can relive the fun or see what they missed.	