

DOCUMENTING OUR MINISTRIES

MINISTRY: SUNDAY LUNCH COORDINATOR

DATE OF THIS DOCUMENTATION UPDATE: FEBRUARY 2009

MINISTRY DESCRIPTION:

Sunday Lunch is a ministry of hospitality to newcomers and aims to strengthen the bonds of community for all. Most of the necessary “work” of the ministry is easy and fun. The most demanding part is contacting and coordinating all the volunteers. Key tasks for volunteers include setup, food preparation and serving, and cleanup.

COORDINATOR’S RESPONSIBILITIES:

These duties break out into three clearly defined “jobs”—a happy fact, if three people agree to serve as co-coordinators. Ideally, there should be four people coordinating, one to take on the tasks that do not directly fall under the other three headings (enlisting someone to say the blessing each week, buying a few flowers for the tables, laundering the tablecloths, etc.) The specific details for each volunteer task can be found in the *Guidelines for Sunday Lunch Hospitality Ministry* document.

Guiding principles:

- 1) Schedule the volunteers for the whole year during the summer or early fall. This avoids crisis situations and makes the job of Coordinator ever so much easier.
- 2) Ask each person to serve only 3 times (or some other number significantly less than once a month). This means no burn-out and more willingness.
- 3) Send a reminder (card, email, phone) during the week immediately before the volunteer’s service date. No one remembers individual dates set far in advance, and everyone appreciates this as helpful and cohesive.
- 4) Send a thank-you immediately after service date. This brings completion of the “I was asked, I said yes, my service was valued” cycle. I heartily encourage a written thank-you, but consider thanks in at least some form to be essential.
- 5) Keep a record of who has been asked, who has responded how, and who has actually served. I used a printout of a blank Excel table. The first column was the date, followed by blank columns (3 for prep, 6 for food, and 3 for cleanup) in which to pencil in names. I placed the name of the person in the appropriate slot when I asked them, and then highlighted their name in yellow when they had confirmed (or erased their name if they were unable to serve that date). This worked very well for me and I could see at a glance what slots I still had to fill.
- 6) Emphasize the cohesive, community-building, hospitality nature of the ministry. To this end, do not try to solicit volunteers during the meal.
- 7) Ask a blessing at each meal.