

JOB DESCRIPTIONS - LRR/LPC ANNUAL PICNIC

JOB/TASK: *LRR/LPC Annual Picnic Workers*

NUMBER OF PERSONS NEEDED: 10-20

TIME COMMITMENT/FREQUENCY: *Once a year*

SUPERVISOR /CONTACT: *Lois Dokken*

MINISTRY GROUP RESPONSIBLE: *Parish Life & Care*

REFERENCES: (people who have done this job and would be willing to answer questions about it) - *Ruth and John Thomas, Alan and Liz Stevens, Nancy and Doug McGuire, Betty Yurkewitch, Dokken family*

COORDINATOR'S RESPONSIBILITIES: (Coordinator – Lois Dokken)

- Several months in advance, work with the Pastors and LRR Administrator to determine which Sunday the picnic should be held and be sure it is on both calendars (to avoid scheduling conflicts).
- Several weeks in advance, line up a team of workers for the following jobs:

Publicity – Posters, LRR and LPC Newsletter articles, bulletin announcements, pulpit reminder morning of the picnic.

LPC Sign-Up – Four Sundays prior to picnic, will need one person at both coffee hours each Sunday to take reservations at the sign-up table. It takes a bit of recruiting not just sitting at the table. Make every effort to collect at the time of sign-up.

LRR Sign-Up – Sign-up forms are provided to Lorraine Redmond at LRR at the time the LRR Newsletter article is sent to her. These forms are filled out by the residents and turned into the LRR staff. You'll need to pick up the completed forms at the front desk of LRR over the course of the sign-up to keep current.

Bakers – Circa nine bakers to make three dozen cookies each.

Name Tags – for LPC members and LRR residents.

Entertainment – Arrange for the entertainment.

Person to give welcome and explain how the dinner will be served. This person will also introduce the entertainment.

Opening prayer – generally one of the pastors but not necessary.

Benediction – one of the pastors.

LPC greeters – need at least four to help attendees get their name tags and escort them to assigned tables.

Room Set-Up – Circa four people to arrange tables, set tables, prepare and place center pieces, arrange dessert table. (This can be done the night before or the morning of the picnic.)

Pick up KFC Order – Will need a van and two people to pick up the order on Sunday morning.

Food served family style – Need four to six people to get the food on the tables: chicken, biscuits, potato salad, coleslaw, butter, and drinks (iced tea, lemonade, ice water). Prepare dessert table.

Order paper plates and napkins. Cups can also be ordered or purchased locally.

Place order with KFC based on estimate for chicken, biscuits, and coleslaw. The order will be finalized during the week prior to the picnic. (KFC in Vienna is very accommodating.)

Purchase from COSCO, the Dollar Store, or elsewhere depending on price the following: potato salad, butter, iced tea mix, lemonade mix, plastic dinnerware, cups (if not ordered with plates and napkins), serving plates for butter, chicken. Additional bowls to go along with those provided by Ruth Thomas and the church for potato salad and coleslaw.

Purchase materials for centerpieces: plants, paper and ribbon.

- **The week prior to the picnic, after the last Sunday of sign-ups, make table assignments. NOTE: NO ONE FROM LPC OR LRR IS EVER TURNED AWAY EVEN IF THEY SHOW UP ON THE MORNING OF THE PICNIC.**

Assign an LPC host(s) to each table.

Assign LRR residents according to any special needs (wheel chair, sight or hearing impairment, known dislikes-Lorraine will provide notes on the LRR sign-up sheets). If there are no special needs, residents are assigned randomly to an LPC hosted table taking into consideration gender mix (i.e., if a couple is hosting the table, try to place a male resident at the table as well). Generally, you will know the LPC member who will host the table and it makes it easier assigning other LPC members as well as LRR residents to that table. Attempt to equalize the number of LRR residents and LPC members at tables. Of course, it will depend on how many LRR and LPC reservations you have to work with.

Call each LPC host and tell them who has been assigned to their table. Provide phone numbers, and ask them to call each LRR guest at their table to introduce themselves as the host for their table at the picnic and to see if they need assistance in getting to the dining room.

Be flexible, changes keep occurring even the morning of the picnic.

- **Morning of the picnic:**

Room Set-Up – Circa four people to arrange tables, set tables, prepare and place centerpieces, arrange dessert table. (This can be done the night before or the morning of the picnic.)

Ensure sound system is working.

Pick up KFC Order – Will need a van and two people to pick up the order on Sunday morning.

Make tea and lemonade in the two large PL&C coolers. Also have ice water available. Use the plastic pitchers from the church to serve.

Food served family style – Need four to six people to get the food on the tables: chicken, biscuits, potato salad, coleslaw, butter, and drinks (iced tea, lemonade, ice water).

Greeters arrive early to assist LPC members and LRR residents to get their name tags and get to the right table.

Schedule: Welcome and opening remarks.

Opening prayer.

Introduce entertainment.

- **Following the lunch and after the Benediction:**

Package up leftovers for any resident or church member who would like to take food home. Remainder of food can be left with the kitchen staff.

Clean tables and put everything back on the tables that was removed for the picnic.

Leave the dining room in good order for the kitchen staff to begin preparing for the evening meal. The kitchen staff is very helpful.

- **Remaining details:**

Write a wrap-up for the LPC Newsletter.

Submit financial report to Church Administrator.

Reimburse those who incurred expenses.

THOSE WHO HAVE ASSISTED WITH PICNIC IN 2007 & 2008:

Faithful Followers Tuesday Morning Christcare Group.
Barnabas Monday Evening Christcare Group.

Coordinator: Lois Dokken

Publicity / Posters: Betty Yurkewitch

Publicity / LRR & LPC Newsletters and Bulletin Announcements: Lois Dokken

Name Tags: Betty Yurkewitch

Paper Products Order: Nancy Mitchell

KFC Order: Lois Dokken and Ruth Thomas

COSCO Purchases: Ethelmae Page and Lois Dokken

Dollar Store and Other Purchases: Lois Dokken

Greeters: Betty Yurkewitch / Betty and Roy Palmer / Laury and Bob Bender

KFC Pick-Up: Tim and David Dokken

Dessert Bakers:

Linda Bender	Betty Palmer
Laury Bender	Rosalind Phillips
Lois Dokken	Anne Schwartz
Siobhan Grayson	Liz Stevens
Judy Kolasky	Ruth Thomas
Nancy McGuire	Janie Waldrop

Room Set-Up / Centerpiece Preparation / Clean Up:

Lois Dokken
Tim Dokken
Nancy McGuire
Liz and Alan Stevens
Ruth and John Thomas
Betty Yurkewitch

Welcoming Remarks: Lois Dokken

Opening Prayer – Linton Brooks (2007); Rev. Donna Knight (2008)

Rev. 7/08 ld