

LOUDONVILLE UNITED METHODIST CHURCH

Outreach-Nurture Committee Mission Manual

9. Monthly Potlucks

A. Champion: Florence Lowe

B. What we do: Come together to enjoy food and fellowship

C. Who does it: Church committees take turns as sponsors

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| 1. January: Worship | 7. July: Trustees |
| 2. February: Staff-Parish Relations | 8. August: UMW |
| 3. March: Administrative Council | 9. September: Memorial |
| 4. April: Outreach-Nurture | 10. October: Nominations |
| 5. May: Worship | 11. November: Permanent Endowment |
| 6. June: Choir | 12. December: Worship |

D. How often we do it: Once each month

E. When we do it: Second Sunday, right after church services

F. Where we do it: Fellowship Hall

G. Why we do it: Congregational Fellowship

H. Who we do it for: All in attendance, including any visitors

I. How we pay for it: Food is brought by attendees., beverages are provided by the church

J. How we do it:

1. The Outreach Nurture committee will provide a reminder to the sponsoring group twice before the time to serve arrives.
2. The reminder will include a copy of this page, which lists the steps needed to successfully complete the job.
3. Make certain to get the word out to the congregation, and the sponsoring committee, using the newsletter, website, e-mail, phone calls, committee meetings and pulpit announcements
4. Generate some interest, make it EXCITING, make people want to come
5. Set up long tables, with chairs; decorate with seasonable centerpieces if desired. Be creative.
6. Set up two long tables for food, and two more tables for desserts and beverages
7. Make beverages, set up disposable plates, utensils, cups where needed
8. Set up trash cans with liners as needed
9. Manage the kitchen to keep hot food hot, and cold food cold, until time to serve
10. Have food on serving table at about the time church services end
11. Coordinate the efforts of any who may wish to help.
12. Invite guests to go through the line first.
13. Stay until the meal is over, and clean up
14. Wipe down tables and counters; return extra tables and chairs to storage, sweep floor
15. Wash any serving spoons, etc. as needed
16. Take out the trash and turn out the lights

