

Holiday Baskets – Event Coordinator

Position Description:

This position coordinates the activities for the collection and distribution of holiday food baskets during the Thanksgiving/Christmas holiday season.

Qualifications:

- Christian adult
- Good communication skills
- Ability to recruit helpers and delegate/coordinate multiple people taking care of different aspects of the program.

Responsibilities:

- Work directly with the Pantry program leader to identify who should receive the baskets and how many extra we should prepare.
- Identify and secure dates for distribution.
- Recruit helpers for organizing the collection, wrapping “baskets” (we use boxes decorated with wrapping paper), filling the boxes, and getting them delivered.
- Build a list of items that should be included in each box, ensure that it is communicated to the congregation as part of the pantry collection.

Pantry - Program Contact:

Charlie and Lori Cruse

Ministry Deacon Contact:

Forrest Boozer

Time Commitment:

Between 10 and 15 hours total. Planning should start in 2nd half of October, collection starting 1st of November, and distribution the week of Thanksgiving, thru Christmas.

Revised 3/13/11