

Board of Celebrations

Annual Policy Timeline 2015

It is the policy of the Board of Celebrations to provide hospitality for the following schedule of events throughout the year as well as any special events that may arise but are not included on this schedule.

January:

Take down Christmas decorations (usually the weekend after New Year's). Advertise in the bulletin and newsletter for help. Pack everything away down stairs.

Know who is going off the board and have replacement names to the D & D for nominees for the annual meeting.

Last Sunday in January is usually the annual meeting. Set up potluck, help serve, clean up. **One person must attend the meeting to give BOC report.**

February:

Hold meeting with new board members, reestablish offices, if necessary. Review responsibilities and update policies, if needed.

Clean up outside Christmas planters when you can find a nice day. Move planters to back door and let Dave Bilhorn know so that he can take the planters back to the greenhouse.

March:

Switch to spring/summer flowers for church. They are either under the steps in the basement or in the big storage closet. Call Rhoda Sanderson and she will come and freshen the wreath up. Larry or Jim will hang the big wreath.

April:

Decide on Mothers's Day gifts. If flowers are given out, we use two flats of flowers and one bag of soil. Order from Dave and Amy.

Plan the food for Mother's Day. We usually each bring finger food to share. **Sign up BOC for coffee hour.**

Last Sunday in April is quarterly meeting. Set up potluck, help serve, clean up. **One person must attend the meeting and give BOC report.**

May:

Saturday before Mother's Day get together after prayer breakfast (if giving flowers) and prep them into small paper cups. Put on trays and have them in the foyer to hand out for both services. Prep the gathering place for food for Sunday table cloths, decorations, set up coffee pots, etc. On Sunday, set up, serve and clean up gathering room.

Decide on Father's Day gifts, something that is universal and relatively inexpensive. Plan no more than \$100 for 100 units. Recent choices have been duct tape, work gloves, carpenter pencils, pens, candy bars and gift certificates from Culvers. Appoint a point person, place order and get reimbursed from the treasurer.

Plan the food for Father's Day. We have done the same finger food that we did for Mother's Day but we don't need as much as we are in the summer schedule. **Sign up BOC for coffee hour.**

Begin discussion on the church picnic. Contact Connie Arndt and confirm their interest in hosting. Include Larry, D & D in choosing the date. It is typically in July or early August. Avoid Tobacco Days and the Rock County Fair. Make sure date is published in the summer newsletter, bulletin and website.

Plan the reception for baccalaureate. Order one full sheet cake and punch. (people really liked the chocolate with the whipped cream frosting from the Fig. Other treats may be added. We usually just added nuts. Let church office assistant know so it can be in the newsletter, bulletin and website. **Sign up BOC for coffee hour.**

June:

Provide reception for graduation in between services. Prep decorations, Make the coffee, set up punch bowl, serve, clean up.

Provide snacks for Father's Day. Prep decorations, etc. Make the coffee, serve, clean up. Pass out gifts after each service.

Plan kitchen cleaning.

No regular meeting

July:

Put out all things needed for the picnic and take over after first service on picnic day. Six tables, 25 chairs, plates, napkins, silverware, salt & pepper, condiments, serving utensils, grill utensils, two orange coolers (one for

lemonade, one for water) one large Country Time lemonade mix), flat plastic containers for ice to hold salads, 4 bags of ice. Two for flat containers, one each in each orange cooler. Arndt's provide the grill.

No regular meeting

August:

No regular meeting

September:

Plan Pastor Appreciation Sunday, typically 1st Sunday in October but could be any Sunday. Make sure to pick a Sunday when both Pastors are in church. Decide what food to make. It could be finger food, cake or whatever we want to do. **Sign up BOC for coffee hour.**

Get gift cards for both pastors. (\$45.00-50.00) each. In the past we have used the Great Dane and Texas Roadhouse. Usually we send them out to eat. Get two greeting cards and pass them around Sunday School for folks to sign. Make sure D & D are aware of the plan.

Change to fall flowers on or before October 1st.

October:

Host Pastor Appreciation Sunday during coffee hour. Prep decorations, Make the coffee, set up punch bowl, serve, clean up. Give cards to both Pastors.

Start to recruit new committee members for January. We want all new folks ready to go by the end of the year. **Stay in communication with D & D on this.**

Decide on date for Christmas decorating. It's usually done the week after Thanksgiving. Let church office assistant know so it can be in November and December newsletters, bulletin and website.

The last Sunday in October is the quarterly meeting. Set up potluck, help serve, clean up. **One person must attend the meeting and give BOC report.**

November:

Confirm with D & D that Trustees are doing Christmas cards for the staff. BOC does not do this.

Make arrangements to purchase a Christmas tree. The Bilhorns are helpful in this.

Change from fall to winter flowers on or before December 1st. Add greens to outside flower pots.

Host Christmas decorating. Bring snacks or order pizza.

December:

Finalize those who are going off the board and confirm nominees with D & D.

There is usually no regular meeting in December but we meet informally during decorating.

Additional Responsibilities:

Assist the Mission Board. Help them with any Mission potlucks or Mission Munch.

Clean kitchens

Review kitchen guidelines

Update Policy Document Annually

Things BOC does not do:

Purchase paper goods: Check this often as things go down fast especially after a potluck or a funeral. Administrative Assistant will do this purchasing starting 9/20/15. Get everything at Sam's Club and send receipts to church treasurer for reimbursement. Large and small plates, bowls, napkins, paper towels, silverware, 8 oz. and 16 oz. cups and lids to fit both as needed, sugar/artificial sweetener, garbage bags for tall kitchen and 30 gal. cans. Plastic table cloths come from 50/50.

Church Directory. -will go to the newly formed Social Committee 9/20/15 *It has usually been done once every five years.* Set a committee to work on this. It does not need to be BOC members but at least one should be on it. Try to find a way to start and keep an ongoing pictorial directory that can be updated regularly on the website rather than hiring a company to come in, take the photos and try to sell them to the church family.

Lost & Found (Trustees)

Funeral Lunches (Caring Committee)

Coffee Hour Sign-up (Office Assistant through the Sunday School)

Milk and creamer for coffee hour. Roy Nelson sees to getting this.