

# Board of Adult Spiritual Growth

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## Lenten Reflections Tea Decorating Coordinator

**Mission Statement:** The Trinity Ev. Lutheran Church Lenten Reflections Tea provides an opportunity for the women of Trinity and their friends to prepare their hearts and minds for Holy Week through worship and fellowship.

**Description:** The Lenten Reflections Tea Decorating Coordinator helps plan the event and is responsible for gathering a team of women to set the tone of the event and enhance the theme of the service through the use of decorative elements.

**Qualifications:**

- Active female member of Trinity Ev. Lutheran Church
- Good organizational skills
- Able to delegate tasks to others

**Responsibilities:**

1. Work with the Lenten Reflections Tea planning team to coordinate design and decorations with other aspects of the event.
  - a. Work with the Lenten Reflections Tea Coordinator and Worship Coordinator to establish the theme of the event.
  - b. Work with the Kitchen Coordinator to ensure decorations do not impede the flow of traffic on the day of the event.
  - c. Work with the Hostess Coordinator to ensure the appropriate number of place cards, table numbers, and favors are available on the day of the event.
2. Assemble and work with a team of women to create all necessary decorations, invitations, place cards, table favors, etc.

**Time Commitment:**

- Months prior to the event—2 to 3 meetings with the entire planning team, of approximately 1 hour each; Weeks prior to event—8 hours in coordinating with the decorating team and creating the table favors/place cards/table numbers for the program; Evening before the event—1 to 2 hours assisting in set-up for the event; Day of the event—1 to 3 hours before the event to help with any last minute set-up issues, 2 hours during the event
- The Decorating Coordinator is asked to serve for one event.

**Relationships:** The Lenten Reflections Tea Decorating Coordinator works with the other members of the Lenten Reflections Tea planning team. She also leads a team of women to create the decorative elements.

**Training:** There is no specific training for the Lenten Reflections Tea Decorating Coordinator, but previous Decorating Coordinators may be available for assistance; and there is a photo album showing the decorations for previous events.