

Board of Adult Spiritual Growth

Lenten Reflections Tea Hostess 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 Hostess Coordinator helps plan the event and is responsible for inviting and coordinating the appropriate number of table hostesses for the event.

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 set the theme and coordinate details of the event.
2. Work with the Lenten Reflections Tea Coordinator to establish a team of hostesses.
3. Prepare and set out sign-up sheets for guests and hostesses to reserve seats for the tea.
4. Work with the Kitchen Coordinator to establish a list of items each hostess is required to provide for her table the evening of the event, depending on the menu and whether special serving pieces are required.
5. Orient the hostesses two weeks before the event, to ensure them sufficient time to gather needed supplies.
6. Be available the evening before the event and the day of the event, to assist hostesses in setting up their tables.

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—1 hour in meeting with hostesses, and possibly 2 to 3 hours in phone time to invite hostesses to serve; Evening before the event—2 to 4 hours, depending on how quickly the hostesses set up their tables; Day of the event—1 hour before the event to help with any last minute set-up issues, 2 hours during the event, and 1 hour after the event to assist in take-down and cleanup
- The Hostess Coordinator is asked to serve for one event.

Relationships: The Lenten Reflections Tea Hostess Coordinator works with the other members of the Lenten Reflections Tea planning team. She also coordinates a team of women to host the tables.

Training: The Lenten Reflections Tea Hostess Coordinator will be trained by the Coordinator.