

Deacons Flower Coordinator

Phil Curtis, June 10, 2012

The Deacons Flower Coordinator is responsible for three main tasks: Christmas poinsettias, Easter flowers, and the rose for newborns. For both Christmas poinsettias and Easter flowers, we ask for donations from the congregation to help offset the cost of the flowers, and later distribute the flowers to our shut-ins and church staff. We also provide a single rose at the altar for our newborns. We are not responsible for the weekly altar flowers -- the worship committee and church office are responsible for that.

1. Christmas Poinsettias

- a. November - Work out your timeline: The Christmas season flies by, so it is best to think about when things need to be done ahead of time. I let this go until Thanksgiving - give yourself more time. Christmas this year was on a Sunday, so I decided to have the poinsettias in the sanctuary for the two weeks prior to Christmas and distribute them after service the week before. I also asked staff to pick them up the same Sunday before Christmas. We had enough extra so there were still sufficient flowers for the Christmas day service, but you will need to plan this out yourself.
- b. Organize shut-in deliveries with deacons: I put a list together and checked with Deacon Moderator -- we decided to add a couple of church members who were not on our visitation list. I coordinated the delivery assignments through email, though it would be easier to start this list in the November Deacons meeting.
- c. Bulletin Announcement: I asked the Office Manager to place a notice in the bulletin for two weeks (see Christmas Bulletin Notice below). Fred Oliver also included this announcement in his weekly Stone Church News email. The Office Manager manages the donations and will create a bulletin insert with the list of donors.
- d. Purchase Poinsettias and add to Sanctuary: I purchased 36 poinsettia plants to cover 12 shut-ins and 15 staff, with some left over. I purchased them (6 inch plants) at Home Depot. It turns out they had the best quality and price at \$5.98 each. I picked them up myself and put them in the Sanctuary on Friday December 10. You can look into ordering them and having them delivered -- I did it myself to save money. I suggest that you contact the Worship Committee chair to coordinate when and where to place them. Also remember to keep them watered, since they will be in the sanctuary for at least a couple of weeks. I stopped in once a week to water as needed.
- e. A simple card: we wanted to make sure that the poinsettias had a "calling card" from Stone Church, so I made a small card from a picture I took of the poinsettias set beneath the Christmas tree (see below).
- f. Notify staff about picking up a poinsettia: I did so via email and a note in their office mailbox.

- g. Deacons deliver poinsettias to shut-ins: I sent out a reminder to the delivery list, and the poinsettias were delivered.
 - h. Remove any remaining poinsettias: Make sure any remaining poinsettias are removed after Christmas.
 - i. Submit voucher for poinsettias referring to Deacons Fund.
2. Easter Flowers: The process is the same as the Christmas poinsettias above except that they are placed in the Sanctuary after Good Friday and removed after Easter. I did contact the Worship Committee chair and coordinated the flowers – I only had to deliver the flowers and the Worship Committee decorated the Sanctuary. Again, start early, since Easter comes up faster than you may think after Christmas. I purchased 10 Easter Lilies at Orchard Supply and 20 blue hydrangeas at Summer Winds, fewer lilies because they can have an overwhelming fragrance. See below for the Easter Flower Bulletin insert and the card I made for the deliveries.
3. Newborn Rose: Coordinate with the Office Manager and the newborn's parents to decide when to place a rose on the alter. The Office Manager will put a note in the bulletin for that week. I purchased a rose at Safeway and a glass stem holder at the Dollar Store at Almaden Expy and Cherry Ave. There should be extra stem holders at the church. There is mention in earlier flower coordinator descriptions of including a Dutch Cradle Cross with the flower and presenting both to the parents. I did not do that, so that is something that you may want to start doing again.
4. There may be other opportunities to distribute flowers from Sunday services or memorial services to the shut-ins, though I did not do so this year.