

## DEACON'S SENIOR SPRING TEA

A. Usually held in April but depending on Easter, may be in March or early May. The 2 hour event includes food, beverage, and entertainment for approximately 48 seniors who are members or have been members of our congregation. Senior is defined as those over 55 who consider themselves as seniors.

B. As early as possible, check church calendar for available dates. Decide on choice of entertainment in order to "book" your choice with their availability and the church's calendar availability.

1. Examples: Alligator & Bayou Boogie (831-224-4464) ( Joyce Summers 4 info).

Voices of the Past - contact Ethyl Reinegger (408-266-8179)  
Jenny Kromn's Jazz group - contact Nancy Kromn

2. Obtaining the 45-50 minute entertainment can be difficult unless planned early. Seniors want to visit with each other; so don't start entertainment for 45 - 50 minutes.

3. Set the date early as possible to avoid conflicts with all of Stone's activities.

(August)

4. Announce date at January Deacon meeting.

C. Two months prior to event:

1. Have planned "Theme" and/or food choices. These can be based on the hours chosen for the program.

a. Brunch, Lunch, or "tea" items such as finger foods (sandwiches) or just sweets.

b. Seniors tend to not eat very much and may have food restrictions or chewing problems.

c. Plan how food is to be prepared. Deacons to make foods and bring to event in advance?

d. Leader to prepare food at home and bring? Deacons to come early and prepare food at church?

e. Figuring the amount of food per person (based on 8 tables of 6 chairs per table = 48), is a challenge. Plan all items needed to use; i.e., napkins, cream, tea, etc.

f. Researching food prices can take several days. Best buy is at the Restaurant Depot supply used by the church as "non profit" by prior arrangement. (See John Lococo).

2. Figure out how many deacon positions and times that are needed for the event.

a. Three - 4 people can set up the room & table service in 30 minutes.

(Some seniors will arrive 20 minutes early.)

b. One deacon can serve 2-3 tables.

c. Four are needed for cleanup.

3. Pass sign up sheet for volunteers at deacon meeting.
4. Start publicizing event. Place information in Stone News by contacting editor.

D. Four weeks prior to event:

1. Follow up with entertainment if necessary.
2. Put article in weekly email from Fred Oliver.
3. Continue article in Stone News.
4. Contact Jennifer in office for notice in church bulletin.
5. Send out invitations. (Hand out to those present at church services)
  - a. Jennifer has list of those who gave their birth dates.
  - b. May check with PW for those not included in the office.
  - c. Follow up with shut-ins for transportation
  - d. Check out of town addresses. Too far away, no need to send
  - e. May have sign up table at church
  - f. Most will not RSVP. Just set the 8 tables with 6 chairs.

E. Week prior to event.

1. Procure food and items to be purchased. Keep receipts.
2. If necessary, check in with entertainment.
3. Contact deacons on sign up sheet to confirm their tasks.
4. Talk to seniors and encourage their participation.
5. Check for those that need transportation.

F. Recommendations:

1. Budget. Nowhere was there any mention of \$ in the deacon folder.
2. I spent \$257.48 on food and supplies. Any supplies like napkins & plastic wrap was left at the church. Food not eaten was taken home by church members & deacons. I passed out plastic bags at the tables if seniors wanted to take food home. I bought too much food. Seniors just didn't eat much. Had 2 slices of 2 kinds of cheese, and 2 pieces of thin sliced meats for each person plus crackers and sliced baguet. Not every one wanted the sherbert either.
3. People were asked if they preferred gluten free crackers and cookies. None were used. Cookies were served at the coffee hour Sunday.
4. I should have had a work sheet set up for the kitchen crew. I just gave verbal instructions.
5. I am including: My work sheet, the sign-up sheet, publicity articles, & invitation in the folder.

Blessings,  
Joyce Summers 2012