PLANNING A NEWCOMERS' BRUNCH
(A rough time-line and task-list)

Personnel involved:
        Clergy person ("Rector" – but might also be Asst)
        Office
        Brunch Coordinator
        Brunch team, which includes:
                Reminder callers
                Food/drink bringers
                Helpers to set up, clean up
                Co-hosts at the event

RECTOR and Brunch COORDINATOR **pick a date** (best to have 3-4 weeks' lead time)

Three or four weeks before the event:
OFFICE and RECTOR generate list of invitees from the visitors' log
OFFICE mails invitations to the brunch and begins including event in Bulletin
calendar/announcements

COORDINATOR recruits TEAM of helpers to bring food, beverages,
decorations/supplies; to announce the event; to make reminder calls; to co-host the event.

Three weeks before the event:
TEAM reviews the invitation list and brainstorms other invitees; shares knowledge about
potential guests (how long they've been coming; how regularly; who they sit with; etc).
Additional invitations may be sent.

Two weeks before the event:
Reminder CALLERS begin researching contact info (Important job, because visitors
don't always leave a phone number or email!)
Brunch COORDINATOR makes sure s/he has necessary helpers to prepare/bring/pick up
food.
Brunch COORDINATOR/RECTOR/TEAM recruit hosts to attend the brunch and share
their history and ministries at All Sts'. Look for people who are involved in upcoming
events.
COORDINATOR a nd RECTOR plan program (including introductions, meal,
distribution of Newcomer Packet, info on pledging, info "spots" about ministries/events,
Q&A).

One week before the event:
Reminder CALLERS make their calls/emails
Brunch COORDINATOR gathers RSVPs from callers and church office
COORDINATOR (with RECTOR) decides how many hosts are needed; finalizes "host
list". (The GUEST list isn't final until the event is over - there will usually be drop-ins)

2-3 days before the event:
COORDINATOR calls the cooks/food bringers with expected rough number of attendees
COORDINATOR emails/calls hosts to confirm attendance

Day of the event:
30 minutes before - COORDINATORS and HELPERS set up room, make coffee, cut pastries, etc
15 minutes before – CO-HOSTS and RECTOR be on the lookout for guests and potential guests; welcome them into the room.

Then on with the program!
PHOTOGRAPHER takes pictures

After the event:
RECTOR and TEAM pull together notes on attendees. TEAM MEMBER writes up brief bios for Calling All Saints
PHOTOGRAPHER posts pictures
OFFICE updates guests' status in the "pipeline" (so they won't be invited to more brunches!)