

The Feast of St. James's Event Playbook

Description of Event

Purpose:

The annual Feast of St. James's is a time when we come together as a parish to renew our commitment and to celebrate the wonderful ministries of the church. It is a time of joyful thanksgiving where we consider our stewardship journey. The event occurs in the fall and is done in conjunction with Pledge Sunday. While there is a careful effort to preserve some independence between the Feast and Annual Giving, there is also an important link between the two. However, the Feast is ultimately a chance for the church family to break bread together and enjoy the community that exists.

Impact Observations:

The Feast promotes the concept of family within the church, while also celebrating the great work that the family accomplishes. In addition to serving as a chance to reflect, it serves a stewardship function in the sense that it draws the congregation closer together and closer to the parish. It can also serve as a way to deepen engagement for various volunteers and donors.

Roles in ensuring the Event's success:

- **Co-Chairs:** The Co-Chairs are critical to the success of the event. They manage all of the various committees, the event logistics, the rental needs, the external contractors, the assembling of the table host list, and the day-of event logistics. The co-chairs are recruited on a rotating basis so that one co-chair is always in his or her first year as a chair and the other is in the second year. This ensures that one of the co-chairs has always gone through the leadership process the previous year. The typical term of a co-chair is two years.
- **Cooking Chair:** Plans the menu, procures the food supplies, recruits cooking teams to help with preparation. Works with the church staff to ensure that the cooking teams have enough time in the kitchen to prepare during the days leading up to the event and that there will be room for food storage. Works with the Co-Chairs to get any cooking and serving items rented and to get the food transported to the venue. Manages the day-of-the-event activities related to the food: final preparation, staging, and serving. Helps with clean-up after the event concludes.
- **Bar Chair:** Determines what to order for the bars in terms of wine, beer, non alcoholic beverages, as well as supplies needed (coolers, napkins, cups, ice, etc.). Finds volunteers to help purchase and deliver these items to the venue, as well as volunteers to serve behind the bars. Works with the Co-Chairs to procure the ABC Banquet License.
- **Decorations Chair:** In charge of the "look" of the event. Designs table decorations and chooses other decorations to complement the theme of the event. Purchases materials for the decorations and recruits volunteers to help make the decorations and to be present the day of the event to set up and decorate the venue. Works with the Co-Chairs on coordinating the

rental pieces (especially the linens) to ensure that the décor is unified. Assists in the clean up and removal of the decorations.

- **Volunteer Training Dinner Chair:** Arranges for the dinner at which the volunteer hosts are trained to perform the host function. This dinner can be as simple as pizza and a salad, it can be catered, or the Training Dinner Chair can prepare the food him/herself. The venue for the training dinner is usually the church.

In addition to these leadership roles, the event requires many, many volunteers. Table Hosts, Cooking Teams, etc. are all critical roles to the success of the event.

Contact Information:

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