

The Board of Evangelism is concerned that the board's activities no longer reflect Immanuel Lutheran's constitution. This document is an attempt to bring the board back to the original mission as laid out by the constitution.

We would also like to address that the budget line item for "Fellowship" is grossly underfunded. In order to continue to provide weekly donuts, we either need to purchase less or increase the budget to reflect the actual cost.

We also would like to ensure that potential new members of the board have a clear understanding of what is required of them and that information is passed to new members accurately. We hope that providing a binder of information will help.

Board  
Of  
Evangelism

*Updated November 2019*

## **Organize Events**

Trunk or Treat, Sunday before Halloween

Homer Lake Picnic, 2<sup>nd</sup> Sunday in June

Bike-a-Thon, Early October

Assist with VBS

Assist with Rally Day

## Engage in the community

Focus on these towns, especially

- Broadlands
- Homer
- Sidney
- Allerton
- Newman
- Longview
- Ogden
- Villa Grove

Contact new people who move into our area.

- Have a welcome committee that reaches out to new members of the community. This could include the following.
  - Fruit Basket and/or cookies
  - Flyer for the Church
  - Evangelism materials
  - Rack card with local important numbers and information

Become involved in the events of the community

- Have a booth
  - Create a “Family Tent” booth that is a 10x10 tent with a banner of signage for the Church. Inside the booth, have a small table for changing diapers, several folding chairs, cooler of water and a baby yard gate with toys. It can be an area for families to change diapers, feed a baby, or just to rest in the shade. We will also have flyers with information about the Church. It can be manned or unmanned.
- Have a float
  - Encourage members of the congregation to have a float in the various community parades when able

# Hospitality

Provide refreshments during Sunday school

What is provided

- Coffee & Accoutrements
  - Regular Folgers coffee in a percolator
  - Decaffeinated Folgers coffee in a drip coffee maker
  - Strong brew coffee in the bunn coffee maker
  - Half & Half Cream
  - Various different powdered flavored creamers
  - Packets of various sweetener
  
- Cold Drinks
  - Whole milk
  - Chocolate Milk
  - Orange Juice
  - Apple Juice
  
- Snacks
  - Donuts
  - Granola Bars

One member from the board of evangelism will be there every Sunday to supervise, there will be a sign up sheet for a helper to attend the member with the duties.

# Hospitality

## Instructions

### Before Church

- Start coffee in the percolator
  - Add water to the 43 cup mark -if there is a meeting, make two batches
  - Add four cup of Folgers coffee grounds (scoop=small coffee cup)
  - Plug it in
- Start decaffeinated coffee in the drip maker
  - Insert coffee filter to the basket and then add 12 scoops (scoop=Tablespoon) of Folgers decaffeinated coffee.
  - Add a full carafe of water to the reservoir
  - Plug in the machine and flip the switch to on.
- Prepare the Bunn machine
  - Plug in the bunn and make sure the “on/off” switch is set to on
  - Grind up 10 tablespoons of Starbucks coffee beans
  - Insert a coffee filter to the basket and add the beans
  - Leave the machine to warm up.

### After Church, before Sunday School

#### Coffee

- Set out the creamers, including the refrigerated half & half
- Set out the sweeteners
- Add a carafe of distilled water to the bunn and shut the lid
- Once the Starbucks roast is done, transfer it to a insulated carafe and put it out to serve

#### Cold Drinks

- Pour 4 cups of each type of drink into small cups for the adults
- Pour 4 cups of each type of drink into larger cups for the children, but only fill them ½ full to prevent spills
- Refill as necessary

#### Snacks

- Set out donuts with tongs, putting out more as needed
- Set out granola bars
- Set out napkins
- Set out an empty basket for donation money

### Post Sunday School

- Wash up all the coffee makers
- Put away all the creamers, sweeteners, & cold drinks
- Fold up all the donut boxes
- Freeze the leftover donuts
- Wipe down the counters

## **Provide Evangelism Resources**

- Create and disperse flyers for Immanuel Lutheran Church.
- Purchase and distribute evangelism aids.
- Provide education about evangelism.
- Disseminate information regarding local evangelism opportunities.