

## ***ATTENDANCE GROUP RESPONSIBILITIES***

One of the really fun and fellowship activities of Renewal Weeks are the Saturday Morning Coffee. The Attendance Groups has the responsibility of dividing the total adult church membership and any adults that are a part of the church fellowship into groups for the Saturday morning Coffees.

This grouping of the church membership should be done several weeks prior to the Weekend. Five weeks in advance will not be too soon. Talk to the pastor, other staff members and the general chairperson to obtain their ideas as to the most effective and logical way to group the membership. The purpose of this grouping is to provide each coffee host/hostess with 30 to 40 people to invite. Both active and inactive church members should be including in the Coffee Groupings.

If your church is using the Deacon Family Ministry Plan, where each deacon is assigned a certain numbers of families, this method of grouping families may also work for the Coffee groups.

The ideal number for a Coffee Group is 8 to 10 people. A rule of thumb: if 30 people are invited to a Coffee, usually 8 to 10 will actually attend. So, to determine how many coffees groups your church should plan for, divide the church roster of adult members by 30. The Coffee Hostess Group may also have an input into the numbers of coffees needed as they will be recruiting the Coffee Hostesses.

The Coffee Hostess Group will be trying to get new and/or inactive church members to be among those having Saturday coffees in their homes, so a balance of active and inactive members is needed.

Once the number of coffees is decided, the Attendance Group should make sure that a balanced number of active members are assigned to each coffee. This can be done by assigning active members to the coffees first that then the less active on down to the inactive. Every resident adult church member should be assigned to a coffee. Married couples should be assigned to the same coffees.

In compiling the coffee guest lists, consider the geographic locations of the membership as well as the ratio of active members to inactive members. The latter concern assures that each host/hostess will have some people in attendance.

A coffee might be located in an area or region where a number of church members live. Parents will bring their youth and children to the church at 9:30am Saturday morning and then precede to their assigned coffees. I would be best if the coffees they were assigned to did not require them to make a long trip to the church to drop off their youth or children and then have to drive a long way out to their assigned coffee. However, this can not always be prevented.

The Coffee Host/Hostess should be given a list with those assigned to their coffee. This list should include the assigned member's name, mailing address, home phone and email address. This info will be used by the Coffee Hostess in making contact and sending invitation notices or making phone contacts to those assigned to their coffee.

A list of all Coffee Hostesses and the members assigned to their Coffees should also be posted in a high visible place, maybe in or near the Fellowship Hall where the meals will be served. An announcement about where this list is posted should be made on Friday night of the Lay Renewal, so any member can check and reaffirm which Coffee they are assigned to. This is very helpful for men.

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## ***Checklist For: The Attendance Group***

- Consult with the pastor and others to determine the most effective way to group the membership for the coffees.**
- Divide the church membership into groups to form the guest lists for the coffees.**
- Consider the geographic locations in assigning groups.**
- Balance the ratio of active members and inactive members in each group.**
- Use existing groupings of the membership where feasible.**
  - Deacon Family Ministry
  - Stewardship pledge routes
  - Sunday School classes or departments
- Give the compiled guest lists to the Coffee Hostess group so that Hosts/Hostesses may be secured.**
- Post list of Coffee Hostess and the list of people assigned to their Coffee in a visible place near the dinning area.**
- Announce before or during the Friday night meal time about the posted Coffee group listings.**

## ***COFFEE HOSTESS GROUP RESPONSIBILITIES***

To Recruit church members to Host a Saturday Morning Coffee in their homes during the Renewal weekend is the main purpose of Coffee Hostess Group.

The Attendance group will divide the church membership into groups of 30 to 40 people several weeks prior to the Weekend. The Attendance group will give the Coffee Hostess group the guest lists as soon as they are compiled. Couples are then contacted to host and co-host the number of coffees recommended.

One host/hostess will provide the home while the other will assist in the preparation, invitations and the actual hosting at the coffee. Informality with light refreshments, paper cups, etc., should be stressed. The refreshments should be served as the guests arrive to allow the greatest amount of time for sharing. It would be best if the hostess could arrange the room so that everyone is in a circle. Advise the hosts of the schedule, usually from 10:00 a.m. until about 11:45 a.m.

When the Coffee Hostess group secures the co-hosts, they need to give each host the list of members who are to be invited to one of their homes on Saturday morning. Make sure they know they are responsible for personally inviting these members and prospects.

Personal invitations to the coffees may be by telephone, or by written invitation or by email. Invitees who may need a ride to the coffee should be assured that arrangements will be made if their need is known. Another attendee might be asked to help out.

The coffee hosts should also be encouraged to invite their own friends and neighbors. As the guests are invited, they should make it clear that both men and women should come. If those invited have children or teenagers, they should be told about activities available for them during the Weekend.

The Coffee Hostess group should make a list of all hosts/co-hosts as soon as they have been secured. This list should be ready two weeks prior to the Weekend. One copy needs to be mailed to the coordinator and a copy given to the Publicity group so the coffees can be publicized as an important part of the Weekend.

Should this group have difficulty obtaining hosts/co-hosts, they may consider an insert in the Sunday bulletin asking for volunteers. Check with the Housing group to see if they also have needs for homes and let one insert serve both purposes.

Sometimes a hostess will become discouraged when she receives a lot of NO replies. Encourage her to go ahead and plan to have the coffee anyway. Some of the best coffee sharing groups have been very small ones.

## ***Checklist For: The Coffee Hostess Group***

- \_\_\_\_\_ **Secure Coffee Grouping lists which are to be compiled by the Attendance group.**
  
- \_\_\_\_\_ **Contact couples from each list to secure co-hosts for each coffee.**
  
- \_\_\_\_\_ **Advise the hosts of the schedule usually 10:00 a.m. until about 11:45 a.m.**
  
- \_\_\_\_\_ **Advise hosts of their responsibilities and that the visiting team member will facilitate the meeting time at the coffee.**
  
- \_\_\_\_\_ **Coffee Hostess should personally invite every person on their prepared guest list. (They may telephone, email or email invitations)**
  
- \_\_\_\_\_ **Work with the Transportation Group to make sure someone is at the church at 9:30am Saturday to transport a visiting team member to the each coffee.**
  
- \_\_\_\_\_ **Ask hosts to plan for an informal gathering with disposable plates and cups and light refreshments or just beverages. Arrange the room so that chairs form a circle.**
  
- \_\_\_\_\_ **Serve guests as soon as they arrive so that more time will be allowed for sharing.**
  
- \_\_\_\_\_ **Invite other friends and neighbors. Both men and women should be encouraged to come.**
  
- \_\_\_\_\_ **Make a list of the hosts/co-hosts with the proper address and give it to the general chairperson so that the coffees may be publicized.**
  
- \_\_\_\_\_ **Determine if you need to plan an insert in the Sunday bulletin asking for volunteers. Check with the Housing group for their input, should this be needed.**
  
- \_\_\_\_\_ **Encourage hostesses to keep planning should the response be poor. Some of the best Coffees are the small groups**

## *OPTIONS FOR SATURDAY MORNING COFFEE(S)*

There are three options for the Coffees on a Renewal Weekends.

Home Coffees are highly recommended and always used on Lay Renewal Weekends. All other weekends include teaching sessions, and the Coffee Group may want to consider the options below.

Home Coffees are still an option for a teaching weekend, but the schedule will need to be adjusted for the teaching time. One consistent problems that often occurs with Home Coffees on a teaching weekend is that those who host the coffee in their homes will not come to the church on Saturday morning for the teaching, because of their desire to remain home and prepare for those coming. If the Coffee Group can somehow prevent this from happening, so that those hosting a coffee, do not miss out on the Saturday morning teaching, then the Home Coffees will work best even with weekends that have teaching.

The discussion questions used during the Saturday morning coffees come from the Saturday morning teaching.

A major drawback to not having home coffees is that far less people are involved in the preparation for the weekend and a church will usually have a smaller attendance than on their Lay Renewal Weekend.

However, having separate coffees the meet in Sunday School room will keep the same number of people involved and everyone will be at the church for the Saturday teaching session.

Whatever option is used, it is recommended that the Coffee Group still have and use the Attendance person(s), Coffee Hostess person(s), and the Coffee Transportation person(S), but modify their tasks or responsibilities.

Below are three suggested options for involving the Coffee Group people with three coffee options.

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### 1. HOME COFFEES

The Attendance Group divides adult church membership into coffee groups for home Coffees  
The Coffee Hostess Group recruits church members to host a Saturday morning Coffee in their homes.  
The Coffee Transportation Group recruits drivers to take visiting team members to home Coffees  
(Coffees could also be scheduled in home bound church member's homes) Co-Hostess would help

### 2. SMALL GROUP COFFEES AT CHURCH

The Attendance Group divides adult church membership into separate coffee groups for church Coffees  
The Coffee Hostess Group recruits church members to host small Coffee groups in church class room  
The Coffee Transportation Group could help with transportation of home bound and/or seniors.

### 3. ONE CHURCHWIDE COFFEE

The Attendance Group would promote attendance for Church-wide Coffee in Fellowship Hall  
Coffee Hostess Group would prepare coffee and refreshments for one church-wide coffee  
The Coffee Transportation Group could help with transportation of home bound and/or seniors

## ***COFFEE TRANSPORTATION GROUP RESPONSIBILITIES***

If the church decides to have "In Homes" *Saturday Morning Coffees* as part of the Renewal Weekend, then a Coffee Transportation Group will be needed.

The Coffee Hostess Group will recruit church members to host these coffees in their homes and the Coffee Attendance Group will divide the adult church roster into a certain number of groups and each of these groups will be assigned to a particular home for the Saturday Morning Coffee.

One or more of the visiting team members will also be assigned to each home hosting one of these Coffees.

It will be the Coffee Transportation Group's responsibility to recruit church members from each of the Coffee Groups to be at the church at 9:30am on Saturday morning to transport the visiting team member(s) to the Coffee they are assigned to.

The coffee hostess's spouse or someone familiar with the home location could be the person selected or recruited by the Coffee Transportation Group for this responsibility.

The visiting team members will have a Team Meeting Saturday morning usually at 8:30am to 9:30am. The team meeting will be dismissed at 9:30am with each team member(s) having been assigned to a particular Coffee home.

The church members recruited by the Coffee Transportation Group, should be ready to leave the church at 9:30am to take the visiting team member(s) to their assigned Coffee home.

One of the best and easiest methods for getting the visiting team member(s) and their assigned Coffee Transportation Person together is to give each of the coffee homes a Number and have that number displayed on a the windshield of the car going to that Coffee home. When the visiting team members are dismissed from the Team Meeting, they can simply go to the parking lot and locate the car with their Coffee number displayed on the car windshield, and follow or ride with that person to their assigned Coffee.

The Coffee Transportation Person does not attend the Team Meeting but should be at the church prepared to leave at 9:30am.

Many times the visiting team member will drive their own vehicle and follow their Coffee Transportation Person to their assigned Coffee but some may need a ride to their Coffee.

If a church member does not know the locations or how to find the Coffee home they are assigned to, they may also want to be at the church at 9:30am and follow the Coffee Transportation Person to their Coffee. Church members with youth and children will be bringing them to the Church at 9:30am and could easily follow someone from there to their assigned coffee. However, they must be at the church and ready to leave by 9:30am.

The Coffees will end about 11:30am and church members and visiting team members will return to the church for lunch which is usually scheduled for 12 noon. Remember, the visiting team member(s) may need directions or a ride back to the church after the Coffee.

The youth may be leaving for a youth outing at 9:30am, however the Youth Transportation Group will responsible for transporting the youth. The children will be brought to the church at 9:30am and will remain at the church for Children Activities until 2:00pm.

## *Checklist For: The Coffee Transportation Group*

- \_\_\_ Recruit a Transportation Person for each home coffee
- \_\_\_ Have Transportation Person at church on Saturday morning by 9:30am
- \_\_\_ Transportation Person should know directions to their assigned coffee
- \_\_\_ Make signs with Coffee Number to put on windshield of each Transportation Person's car
- \_\_\_ Remind Transportation Person that the visiting team member may need a ride back to church
- \_\_\_ Husband of Coffee Hostess could be the Transportation Person for that coffee
- \_\_\_ Transportation Person may also transport other church members who meet at church at 9:30am
- \_\_\_ Couples can serve as Transportation Persons and ride together to coffees
- \_\_\_ Transportation People should bring their youth and children to church at 9:30am