

WELCA Thankoffering Service

Host Church Responsibilities

Host church Responsibilities

- ensure their church is available on the requested date
- ensure that WELCA has permission to do service
- appoint a Contact person for the event

Service:

(board members are available to participate in the service as needed)

- **Organist /Musician**
 - Do they have any suggestions for the Hymn selections?
 - Does the congregation use the Red(Cranberry), WOV or Green hymnal?
- Lay leader
- greeters
- ushers
- readers for lessons
- Acolytes
- Communion assistants
- **communion wine and wafers/bread**
- communion sets
- Collect Offering: Designated gift
- Collect In-Kind gifts: where will they be placed?
 - **Recipients for the in-kind gifts will vary based on Host church suggestions.**
 - **Who will deliver the in-kind gifts to their final destination?**
- **Bulletins**
 - Thankoffering service available on www.womenoftheelca.org website
 - ***Board to provide a single copy of the service (as complete as possible) and a single copy of the inserts, so that the host church only has to copy it.***
 - Inserts:
 - upcoming WELCA events: i.e. NJ WELCA Convention, Region 7 Gathering, WELCA Triennial Gathering

Luncheon or Fellowship hour:

Strongly recommend providing a lunch as some people may have had a long traveling time.

- **Fellowship:**
 - Lunch: soups, sandwiches, salads, casseroles, desserts, etc...
- Coffee/Tea
- Cold drinks: punch/juice/Soda/water

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- **Paper products:**
 - plates
 - dessert plates
 - bowls or cups for soup
 - napkins
 - utensils
 - hot/cold cups
 - placemats/table coverings
- Setup – **church's Sexton**/set-up committee?
- Setting the tables: set-up committee?
- Cleanup – **church's Sexton**/clean up committee?

Publicity

- **Flyers and Bulletin Inserts**
 - Date/Time
 - Location
 - Directions
 - Lunch/Fellowship
 - In-Kind gift list
 - Registration form (if needed) or phone number to sign-up
 - Sign-up sheet in the host church
- Invites to area Lutheran churches
- Invites to area WELCA circles
- NJ WELCA board will assist, by calling churches throughout the synod