

CARING COMMUNITIES KICKOFF

Sunday, June 22 - 10:15 – 11:00 AM Channing Hall

OBJECTIVES

- Raise Awareness of Caring Communities
- Begin to Build Fellowship and Community Among Members of Each Community
- Recruit Community Leaders

TACTICS

Pre-Event Publicity

- Announcement Content:
 - Title: Caring Communities Kickoff
 - Date: June 22, 2014
 - Time: 10:15 – 11:00 AM
 - Where: Channing Hall
 - Description: Learn more about the Caring Community component of Caring Ministry while mixing and mingling with your fellow Caring Community members.
- Distribution Channels
 - Intercom Email (**Submit by June 11** for inclusion June 13 and June 20)
 - Website
 - Order of Service
 - Announcement During Service
 - FaceBook Post
 - Caring Ministry Table

Event Components

- Poster(s) about Caring Communities (1-2 Posters)
 - Develop content
 - What are Caring Communities
 - Community colors w/ volunteer leaders' names (pics, too, if possible) or "You?" if no leader to encourage awareness of open positions
 - Buy poster materials (Church expense?)
 - Make the poster(s)
 - Arrange for easel(s)
- Projection of Caring Communities Map
 - Consider changing colors of neighborhoods in advance to make colors more intuitive (not so many shades of each—see color suggestions under "Add'l Information" section of this proposal)
 - If new colors accepted, update the map with new colors

- Obtain appropriate file of neighborhood map for projecting
- Obtain screen, projector, computer (can bring personal computer if needed)
- Tables of Neighborhood-specific Information (3 neighborhoods per six foot table—make arrangements to obtain tables) Tables would have:
 - Neighborhood leaders present / staffing tables
 - Obtain most up-to-date list of neighborhood leaders
 - Contact neighborhood leaders and ask them to attend
 - Recruit them to help set up event (setup time TBD) and be present at tables during event
 - Helium Balloons in Neighborhood Colors
 - Buy balloons (Church expense?)
 - Two Handouts—Handout #1: List of Neighborhood Members w/ Phone / Email; Handout #2: How Caring Communities Work; Role Neighborhood Leader Volunteers; Contact Information for Terry & Julie
 - Obtain updated list of names for each neighborhood (electronic copy)
 - Determine if we can we include contact information (phone / email) on handout
 - Write and lay out Handout #2
 - Determine quantities of each
 - Print (Church resource or expense?)
 - Sign-up Sheet for Electronic Distribution of Neighborhood List
 - Make sign-up sheets (name / email)
 - Have pens available (Church resource or expense?)
 - Stickers in Caring Community Colors for Member Name Badges OR White Labels w/ Colored Stickers for Use during Event Only? (See possible name badge sticker in “Add’l Information” section of this document)
 - Decide which route to take (member name badge or disposable sticker for event only)
 - Buy materials (Church expense?)
 - Leaders at tables give out / place sticker (if on nametag) during event
 - Cupcakes w/ Flags in Neighborhood Colors
 - Determine quantities
 - Count people at June 15 service social time for estimate
 - Pink Zebra Bakery to provide (my 13-year old daughter’s summer business—I will donate ingredients)
 - Buy toothpicks / card stock for cupcake flags (Church expense?)
 - Let Hospitality Teams know that we won’t need treats
 - Napkins (maybe in community colors??) (Church expense?)
- Photographer(s) Capture Event
 - Recruit members to take some photos and email to Julie

Post-Event Publicity

- FaceBook Post (include pictures)
- Information / Photos added to Caring Ministry Table
- Email to individuals who requested electronic copy of neighborhood members / contact info

ADD'L INFORMATION FOR EVENT

Community Colors

To make colors more easily identifiable at-a-glance (and more intuitive—honestly, thinking about men on this one), I am proposing that we change the neighborhood colors (if we can update the map to reflect the proposed colors). Current and proposed colors are below for your consideration.

CURRENT COLORS	PROPOSED COLORS
Fuschia	Red
Lavender	Blue
Dark Blue	Green
Light Blue	Purple
Yellow	Pink
Gold	Yellow
Olive	Brown
Pink	Gray
Pastel Yellow	Maroon
Purple	Lime
Bright Green	Peach
Green	Lavender
Teal	Olive

Name Badge Stickers

If approved, we could make very small, tasteful heart (to represent caring) stickers in the color of each neighborhood and adhere them to the upper left corner of members' name badges. This would allow people to quickly and easily identify other members of their individual Caring Communities, and in turn, this would build community and fellowship within those communities.



I can use my existing scrapbooking tools to create these stickers out of scrapbooking paper, and while they won't come off unintentionally, they can be removed easily and replaced if needed. We could arrange to have a sticker replacement contact for individuals who move to different neighborhoods and need a different colored sticker.

NEXT STEPS AFTER EVENT

- Schedule Similar Events to Occur Quarterly (Sept, Dec, March?)
 - Use original event as a template – same format, materials, etc.
 - Showcase Caring Community activities from all communities—what people have been doing since the last Caring Community event
- Determine method for getting updated neighborhood lists each quarter to Community Leaders
- Schedule meetings with Community Leaders
 - Review accountabilities
 - Review online volunteer sign-up options / how they work
 - Discuss ideas to build community / improve community's service to one another, including but not limited to
 - Organize sub-groups within each community for babies, meals, transportation, cards and notes?
 - Hold social gatherings twice each year?
 - Send monthly “get-to-know” email featuring one member of the community w/write-up and pictures?
 - Create Community FaceBook Groups?
 - Other ideas that leaders may have?