2022 Ministry Appreciation Dinner
Follow-Up Report and Lessons Learned

General Information and Planning

- **Date and Time:** May 21, 2022 after 5:30 Mass
  - Date needs to be set in conjunction with Office Secretary 4-5 months in advance. Complete a Facilities Use Request Form.
- **Location:** Parish Hall
  - Originally we planned to hold event in the St. Joseph Pavilion, but booked the Parish Hall (PH) in case of inclement weather. We decided at the last minute to move to the PH because the weather was humid and uncomfortable that day.
- **POCs:** Barbara Swanson and Patti Wolfrom. Having two POCs to share the responsibilities worked well.
- **Volunteers:** Asked Pastoral Council (PC) members at the meeting the month prior to the event to sign up to help with setup, cleanup and to bring desserts.
- **Setup:** 5:00 pm
- **Meal:**
  - Matt French of Café Bienville catered the main meal: Chicken Marsala, Pasta Amatriciana, Garlic Mashed Potatoes, Roasted Vegetable Medley.
  - Provided by Pastoral Council: Small Croissants and butter; iced tea, lemonade, water. (Paid for by event budget.)
  - Members of PC provide desserts – this is a great way to keep costs down and involve the whole PC, plus add a home-cooked touch to the event.
- **Cost per person (catering):** Originally estimated at $10/person for 80 people. Actual cost $8.12/person for 60 people.
- **Budget:** $800
  - POCs should estimate budgetary needs and present to Pastoral Council Chair. PC Chair will need to present proposed budget to Finance Council several months before event.
- **Serving items:** Plates, flatware, cups, napkins from kitchen supply
  - Checked for adequate supply about one week before event.
  - Purchased colorful plastic tablecloths so as not to have to launder church tablecloths and to add color to décor.
- **Decorations:** Mason jars with fresh flowers sitting on blue cloth napkins, red plastic tablecloths. (POCs donated these items.)
- **Publicity:** Bulletin announcements, Flocknotes email (worked with Gretchen Erickson to compose and to compile the list of recipients), Deacons' announcements.
  - The parish office graciously accepted responsibility for having RSVPs come to them by phone.
  - Approximately 60 people RSVP'd/attended. Fewer than 10 were children.

- **Door prizes:** Gave away jars of flowers to person at table indicated by an arrow on bottom of jar.
- **Program:** Asked dinner guests to speak about their ministry by telling what ministry(ies) they are involved in, how long, and by answering a prompt such as "what's the most dangerous thing about your ministry?" or "the most surprising thing about this ministry is…"
    - Participants seemed to enjoy the program and were very willing to share their stories and hear others' stories about ministry experiences.
    - Used PH sound system/microphones. When planning to be out in the Pavilion, we were working with Sarah Dieterich, Music Ministry Director, to have speakers and microphones set up outdoors.

Lessons Learned

- Setup can start ½ hour later.
- Having some sort of program or entertainment is a good idea.
- The Flocknotes email is a substantial effort, requiring the Office Administrator to gather lists of people in all the ministries being invited. The POCs need to provide a complete list of all those groups they wish to invite and may need to help gather the lists of people in those groups. Plan ahead for the time needed for the office to get this task done.
- A "last-minute" Flocknote email sent to all the original invitees about a week before the RSVP deadline would be a good idea. Most people RSVP at the last minute.
- Start publicity well in advance; the caterer will need at least one week lead time. Between that, bulletin lead times, and the time to assemble the Flocknotes email, publicity efforts may need to be started about 6 weeks before!
- Budget should include a little more than the cost of catering, such as a small amount for drinks, decorations, etc.
- It's important to book a caterer as soon as a date is set.
- Matt French may not continue to offer catering services because of staffing issues.