

## **Mission Statement and Guidelines 2015**

### *Fourth Avenue Church of Christ Women's Ministry - Shower Committee*

#### **Mission Statement**

Our mission is to serve God and the women of our church as we honor new brides and mothers-to-be.

#### **Shower Guidelines**

Church-sponsored showers will be given for the first baby or first wedding only and will be announced in the e-blast and Sunday handout. All women in the church are invited to attend. These showers will be held at the church building.

Showers for the 2<sup>nd</sup> baby or wedding are encouraged to be given by friends or Life Groups, but will be on an invitation-only basis.

Those eligible for church-sponsored showers are 4<sup>th</sup> Avenue Church of Christ members only. Children who grew up at 4<sup>th</sup> Avenue and whose parents still attend here are eligible for bridal showers.

Showers will be given on the 1<sup>st</sup> Sunday on the month. This can be flexible if the 1<sup>st</sup> Sunday falls on a holiday weekend. Showers will be given at the church building. If two or more occur on the same Sunday they can be combined or separate, according to the wishes of the honorees.

If someone wishes to have a shower in their home, that shower would need to be on an invitation basis.

\*\*\* As a committee, we try to do our best to never miss an upcoming wedding or birth of a baby. Please help us all by communicating to the committee when you learn of a baby or wedding. We are a big and growing church, and it takes all of us to keep up with the needs of our members.

#### **Shower Ministry Co-Chairs**

Judy Coffman – cell: 615-218-4793, email: tarheelfan@comcast.net  
Emily Robinson – cell: 615-969-9360, email: emilydrobinson@aol.com

## Co-Chair, Coordinator and Hostess Duties for Showers - 2015

### *Fourth Avenue Church of Christ Women's Ministry – Shower Committee*

1. \_\_\_ Identify shower needs via Life Groups, church staff, Shepherds, and members, and contact the needs to the **Co-chairs**.
2. \_\_\_ The **Co-chairs** contact the honoree to schedule the shower date.
3. \_\_\_ The **Co-chairs** contact the monthly coordinator with the name of the honoree, shower date, and hostess if known.
4. \_\_\_ The **Coordinator** contacts the hostess\* and assists the hostess with supplies, ideas, clean-up and return of supplies. The Coordinator should also provide the *Guidelines for Hostesses* to the hostess.

\*If the honoree does not have a Life Group and no one has volunteered to host, the Coordinator is responsible for finding a hostess.

5. \_\_\_ The **Hostess** contacts Lydia with the details of the shower 3-4 weeks prior to shower so that the information can be included in church handouts and email news-blasts. Be sure to include:

\_\_\_ Honoree's name (including the parents' names if the parents attend Fourth Avenue)

\_\_\_ Type of shower (bridal or baby, boy or girl)

\_\_\_ Date, time, and location (which room)

\_\_\_ Gift Registry information

6. \_\_\_ The **Hostess** uses the *Guidelines for Hostesses* to help plan the shower.

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**Guidelines for Hostesses - 2015**  
*Fourth Avenue Church of Christ*  
*Women's Ministry – Shower Committee*

\_\_\_ Gather hostesses. (Life Group, Connection Group, friends)

\_\_\_ Pick a location. There are several classrooms upstairs that are often used for showers. If there is more than one shower on the same day, the upstairs class rooms are frequently chosen as guests may easily attend more than one shower. The Fellowship Room downstairs is convenient if you would like to use the nearby kitchen.

\_\_\_ Choose a time. Showers are held from 1:30 – 3:00; times may be adjusted if needed. The church doors automatically lock at 12:30, unlock for showers at 12:31 and lock again at 4:30, so you can plan your set-up and clean-up around those times. Note the one minute they are locked from 12:30 to 12:31.

\_\_\_ Contact Lydia with Shower information at [lydia.norman@fourthavenuechurch.org](mailto:lydia.norman@fourthavenuechurch.org), or call her at the Church office at 615-794-6626. This will reserve your room and let Lydia distribute the information.

\_\_\_ Let the honoree know that non FACC guests (mother of the bride, mother of the groom, etc.) are welcome, but we do not mail invitations. Grooms or baby's fathers are also welcome to attend and help open gifts if the honoree wishes.

\_\_\_ Choose a menu. Keep in mind that the ladies will be coming to the shower soon after lunch and typically don't eat much. Cake, nuts, mints, and a beverage are standard shower-fare, but feel free to serve whatever you like.

\_\_\_ Decide if you want to use the church dishes (glass plates and cups, forks) or purchase paper/plastic products. You may use the church dishwasher, but you will need to run the dishwasher after the shower and empty it that day or return on Monday to empty it. There is a punchbowl and ladle for your use, located in the kitchen. You will need to provide napkins

\_\_\_ Choose flowers, candles or other simple decorations. There is a shower ministry cart available with wreaths, bows, chalk-board signs, and other items; the cart is located in the closet of room 313. The wreaths, bows and signs are nice to mark the entrance to the building and directions inside the building. There are paper plates and napkins on the cart for emergency use. If items from the cart are used please return them, and let the Co-chairs know if items need to be restocked.

\_\_\_ A corsage for the honoree is optional. If the bride-to-be is not a member at Fourth, it might help people to identify her.

\_\_\_ Set up the tables and chairs after classes on Sunday morning. Tables are located in the upstairs classrooms. Both round and rectangular tablecloths are available. Please contact Lydia or Laurie about the location and use of the tablecloths prior to the shower, as they are stored in a locked room.

\_\_\_ Leave the kitchen and all dishes clean and put away. Clean any linens (dishcloths, tablecloths, etc.) that you use and return them to the building. Turn out the lights. Trash should be tied and left in the shower room; the staff will dispose of the trash. Please leave the space as you found it.