

St. Matthew's Christmas Bazaar
December 7, 2024



Volunteer Handbook



St. Matthew's Episcopal Church Annual Christmas Bazaar

The Bazaar kicks off the most joyous season of the year, the birth of our Savior, Jesus Christ. In its planning and performance, we create a purpose for our church community to come together in spirit to deliver a family-friendly event as well as generating funds to support our church and its various missions.

The planning process requires a robust group of volunteers organized under activity-focused divisions tasked with well-identified and achievable goals. Each team leader is expected to populate their team with new recruits as well as the experienced, understanding that building a succession plan is part of our "next generation" Bazaar.

The leadership will consist of two co-chairs who agree to serve two consecutive years in their role. Prior to their second year, they will recruit the next co-chairs to participate in the planning sessions as trainees, understanding they have no official duties but to attend and observe in preparation for their term.

Team leaders will take responsibility for soliciting items for sale (themed baskets, baked goods, foods, handcrafts, etc.) and managing the process from start to finish. For example, the team leader for themed baskets will solicit parishioners and/or merchants to provide them and will make sure they are well packaged and displayed. S/he will also secure adequate coverage for the sales table.

Our primary goal is to have a good time while serving our church and our God. We will deliver wonderful holiday memories while engaging parishioners in the joy of community. We will support, through our work, the monetary needs of our church and our missions.



***Suggested Planning Schedule for the Christmas Bazaar**

June –

Set date for Bazaar

Remind jam and jelly makers to take advantage of abundant and inexpensive local summer fruits

June-Labor Day

Recruit Individual Table/Activity Chairs who will then build their individual teams within the task description and goals provided.

Week after Labor Day

First meeting of the entire Bazaar Team

October until Bazaar Date

Bi-monthly meetings of the Individual Table/Activity Chairs

January

Full meeting of the entire Bazaar Team to de-brief

****Task timelines provided on individual job description.***

Christmas Bazaar Duties and Responsibilities

Direct Sales Teams involved in Planning and Executing:

Home Treasures
Baked Goods
Frozen Soups and Casseroles
Home for the Holidays
Hostess Gifts (Plants)
Just Foods Café (Local and/or Organic Eats)
Made by Hand
Secret Santa
Taste of Norway
Themed Baskets
Quilt Raffle
Upscale (Angels We Have Heard on High)
Grocery Gift Cards
Popcorn
Vendors

Facilities and non-sales staffing needs – Managed by Bazaar Committee

Set-up and break-down
Greeters
Santa
Decorating
St. Matthew's Information Table
Piano Player
Communications and Advertising
Website management
Money Management



Bazaar Co-Chair Responsibilities

Identify Table and Activity Leads (Chairs – Excel spreadsheet)

Communicate transparently with Bazaar Committee while allowing each Lead autonomy

Organize formal planning meetings (schedule with Pam Worthington) – provide agenda and minutes

Secure central storage for donated items

Working with individual Leads, draft eblast (or Bazaar-specific) communications, as well as in-church announcements

Secure vendors (including **updating** and executing vendor contract)

Confirm Grocery Store Gift Cards and popcorn to be sold and allotted locations

Confirm decorating volunteers

Confirm Set-up and break-down volunteers

Work with Website manager to revise website appropriately (and TV in foyer)

Ensure indoor signage (**Elizabeth McGuire**) updated and placed as needed

Ensure outdoor signage (**Marianne Collins**) updated and ask congregation to participate in placing throughout Hopewell Valley

Confirm greeters and adequate rotation so that no one has to stand for hours at the door

Secure raffle permit (permit valid for two years; **will need for 2024 – Becky Morrison**)

Ensure town banner raised 1-2 weeks prior to Bazaar

Provide general support for Leads

Ensure overall bazaar planning and execution is on track

Ensure customers do not enter prior to 10:00 a.m.

Trouble-shoot and support as needed on day of Bazaar

Write up brief summary of Bazaar activities for Annual Meeting

Conduct Debrief Meeting in January

Publicity



1 Person to manage hard copy publicity:

Flyers placed in businesses throughout Hopewell Valley

Announcement in local papers

Team to use various social media avenues; e.g., email, St. Matthew's Facebook page, individual social media accounts – to be discussed and agreed as a team

1 Person to liaise with Pennington Department of Public Works to have banner hung

Home Treasures



1 Table Chair required; two additional people to assist prior to and on the day of the Bazaar

NOTE: THREE to FOUR people needed to sell during first one - two hours

Begin gathering/promoting donations no later than mid-October

Be specific when requesting donations – these items should NOT be holiday-themed

Note: glassware and large platters did not sell well

Ensure space for donation drops (may work with co-chairs to identify central space)

Price, clean and set up items Friday before Bazaar

Ensure enough boxes and (news)paper available for repacking of items



Baked Goods

1 table chair required; three people to assist prior and the day of the Bazaar

Begin soliciting donations at the beginning of November

Be specific when requesting donations (what kinds of cakes/cookies to sell)

NOTE: A greater variety of cookies is needed – need to list types in written and verbal requests. Some gluten-free baked goods needed; cupcakes did not work well

Trays of cookies, nicely wrapped as hostess gifts are suggested

Make sure recipes are available for bakers (takes care of ingredients issue) – or ensure recipes/ingredients are provided if bakers want to use their own recipe

Ensure enough space is allotted for the sale (Stacking works well)

Identify volunteer to create and track donation Signup Genius – this is to know estimated quantity of goods. Baked goods/jams/jellies are only sold on day of Bazaar - NOT pre-sold via Signup Genius



Frozen Soups and Casseroles

1 activity chair required; one-two additional people to assist prior to and on the day of the Bazaar

Items are donated and pre-sold through Signup Genius. Extra items sold day of Bazaar

Begin promoting donations at the beginning of November – provide available recipes

Identify volunteer to manage donation and pre-sales Signup Genius

Ensure freezer space for storage

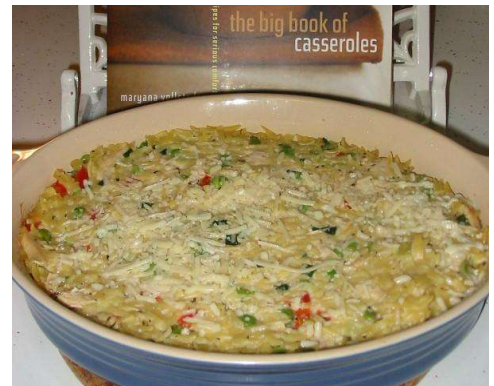
Manage collection of items (most come in Friday before Bazaar)

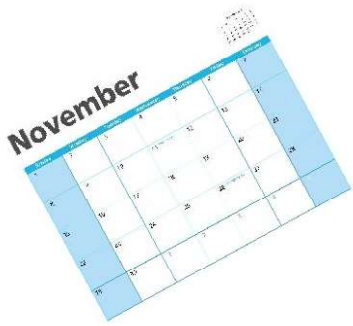
Organize pick-up of pre-sold items prior to and day of Bazaar

Pre-sold items: bag and tag with name, items and amount owed; store in coolers

Ensure printed recipes or ingredients accompany the dish

Post on white board any dishes not pre-sold and, therefore, for sale on day of Bazaar





Home for the Holidays

1 table chair and two people to assist prior to and day of the Bazaar

Begin gathering/promoting donations no later than November 1

Be specific when requesting donations – work with co-chairs on communications

Clarify drop off instructions and secure and place bins for collection Responsible for emptying bins and storing overflow – may work with co-chairs to establish centralized drop-off of items; e.g., Christmas Table

Empty bins as needed and move to central storage – may work with co-chairs to establish central storage space

Price all donations in advance of set up, if possible, or Friday before Bazaar at latest

Clean and/or repackage items if necessary

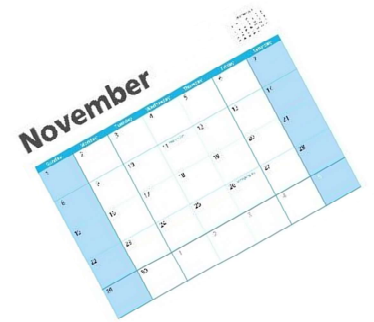
Ensure enough boxes and (news)paper available for repacking of items



Holiday ornaments and giftware



Hostess Gifts (Bulbs and Plants)



1 table chair required; three people to assist prior and the day of the Bazaar

Begin securing commitment of plants November 1 – **suggested to investigate online purchase of bulbs if financially beneficial**

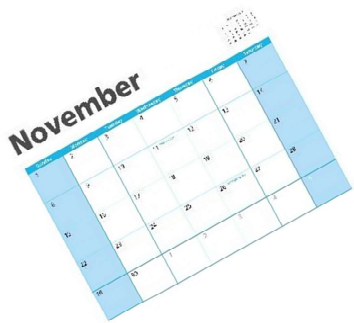
Confirm or dismiss Poinsettia sales

Confirm or dismiss pre-order/sale of wreaths

Should this category include a greater diversity of items?

Recruit team and package and price Paperwhites week prior to Bazaar





Just Foods Café

1 event chair required; six people to assist the day of the Bazaar

Begin the process before Thanksgiving

Schedule “soup night” and recruit choppers (Nora Sirbaugh)

Secure freezer space for soups

Secure hot dogs, buns, condiments, cookies and drinks (Nora Sirbaugh)

Staff requirements; Cashier (tickets), Kitchen staff (2), Runner, Servers (2)

Ensure tickets are printed

Provide coffee for set-up between café and Taste or Norway

Hot Dog roller machine available

Ensure decoration of café space

+Suggested that we either rename or provide an explanation (organic and/or locally sourced) of the existing name ...



Made by Hand

1 table chair required; two people to assist prior and the day of the Bazaar

Begin gathering/promoting donations no later than October 1

Be specific when requesting donations – work with co-chairs re: communication

Secure a space to collect and store donations until the Bazaar – empty bins as needed – may work with co-chairs to establish centralized drop-off location and central longer-term storage

Outreach to teens to make items for sale (birdhouses, pinecone feeders, etc.)





Secret Santa

1 table chair required; three people to assist prior and the day of the Bazaar

Begin gathering/promoting donations November first

Be specific when requesting donations

Secure bin(s) for collection of items and storage for overflow

Clean and repackage donations as necessary



Taste of Norway and Upscale (Robin's Room)

Chairs to assist, whenever necessary, the set up of these two special rooms. Each leader (Marianne and Robin) will gather their own helpers. Ours is just to make their efforts as seamless as possible

Themed Gift Baskets

1 table chair required; two people to assist prior and the day of the Bazaar

Begin gathering/promoting donations no later than mid-October

Be specific when requesting donations. May work with co-chairs re: communication

If possible, establish an overall theme that may change annually if desired

Repackage table items if necessary



Quilt Raffle

Secure commitment of leader to manage sewing or procurement of the annual quilt (2024 quilt already procured)

Begin right after Labor Day

Identify person to manage raffle ticket sales

Ensure raffle permit is in place

Consider announcing raffle winner at Bazaar or no later than noon the next day

Ensure name of raffle winner is shared in eblast





Vendors

Planning team to confirm how many/what vendors to invite to participate

Co-chair to extend invitation, confirm space needed, confirm payment/donation agreements and execute vendor contract

Charitable vendors are not required to contribute a portion of their proceeds; private vendors required to contribute 25% of their proceeds to St. Matthew's

Co-chair to meet vendor(s) for set-up and ensure they have everything they need



Money Management

1 individual to print vouchers and secure cash boxes/cash

1 individual to distribute vouchers to customers/check out customers paying via cash or check

1 individual to do credit card check-out

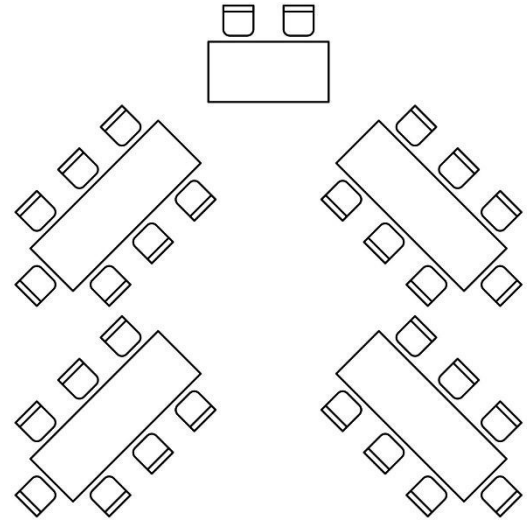
1-2 individuals to collect cash throughout the day

1-2 individuals to do final accounting

Set-up and Breakdown

1 individual to lead effort of physical set-up on the Sunday before the Bazaar and breakdown the Sunday after the Bazaar

Tables, equipment, decorations, etc. found mostly in the attic or storage room



AMEN!