



FBC WOMEN

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Christmas Gathering Hostess Letter

Dear Hostess,

Thank you for your willingness to host a table this year and invite friends and family. All women and girls in middle school and above are welcome! We appreciate your heart and desire to see women in our community gather together to fellowship and hear God's Word. We know we could not host an event like this without you and your eagerness to be a part of something so fun and engaging! Please help us extend our deepest gratitude to all of the gentlemen who will be serving us during the evening. They do such a wonderful job.

Our desire for this Christmas Gathering is to create a spirit of gratitude and joy among the women that attend in preparation for Christmas. We long to see the women of FBC, and of Cumming, desire to know and love God more each day. When that desire grows and deepens, it transforms into a spirit of discipleship. We just can't keep such good news to ourselves!! The Christmas Gathering is a perfect time to invite someone who doesn't know the Lord or who may even be "your one."

Every year the Women's Ministry team prays for leading with a Bible verse theme. This year our theme is "He is Greater" based on 2 Corinthians 12:9 - But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness." Therefore I will boast all the more gladly of my weaknesses, so that the power of Christ may rest upon me. We encourage you to take time in the weeks leading up the event to pray for yourself, our Women's Ministry team, the ladies who will attend, and all of our volunteers that we know and lean into 'He is Greater'. We've provided some prayer points below if you'd like to join us in praying for our event.

Prayer Points

Guests: Pray for each woman who attends to feel special and engaged by our greeters, team, and church members. Pray that their hearts will be open to hear the Word of God.

Speaker, Karen Loritts: Pray for Karen to let God speak through her as she presents His Word and His truth. Pray that her presentation will be fun and enjoyable and that her words will touch many hearts.

Musicians: Pray for those who will provide the music for our event. Pray that God will move in the hearts of our women through their worship.

Hostesses: Pray that each hostess will be able to engage their guests well and have an opportunity to share the gospel. Pray that each hostess will enjoy the evening without stress and to be fully present.

Servers: Pray for each server to feel and know they are appreciated and valued. Pray that they will know they are serving Christ as they serve each lady.

Caterer: Pray that the catering team will have the meal prepared as planned and be attentive to details. Pray that they will experience kindness and appreciation from FBC and for opportunities to hear the gospel.

Women's Ministry Team: Pray that each member of the team will be attentive and welcoming. Pray that each role will be done to the glory of God and for flexibility to adjust when hiccups arise.

Thank you again and we look forward to seeing you and your guests at the Christmas Gathering!

Merry Christmas,
FBC Women's Ministry Team



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Christmas Gathering Hostess Responsibilities

Dear Hostess,

Please purchase your table online if you have not done so. Visit our website at <https://fbccumming.org/womenschristmasgathering2023>. Payment for your table is paid in full at the time of registration. Each table seats eight (8) * \$25/person. Table cost is \$200.

If you are unable to purchase online or would rather pay by cash/check, you may purchase your table at the FBC Women's Ministry table in the Atrium each Sunday, before and after services, on November 5th - 26th. Checks should be made payable to FBC Cumming - Woman's Ministry.

As a hostess, you may request childcare for your children. Please do so when you register online or when you purchase your table in person. If you are unsure about childcare at the time of registering, you may email Edna Bridges at edna@fbccumming.org. Please provide your childcare requests NO LATER than Sunday, November 26. Please include each child's first and last name, age, allergies, and an emergency contact name and phone number.

Hostesses are responsible for recruiting two (2) male servers for the evening you host a table. Servers must be high school age or older. Server's middle school-age daughters may join the dinner and count as a seat at your table. Servers' children younger than middle school age may be registered for childcare. If they require childcare, we ask that you register them online when you purchase your table or by emailing Edna Bridges (edna@fbccumming.org) NO LATER than November 26. Please include each child's first and last name, age, allergies, and an emergency contact name and number.

If you have any childcare questions, please contact Edna Bridges at (770) 887-2428 or edna@fbccumming.org. You may also visit the Women's Ministry table in the Atrium on Sunday mornings for assistance.

Things to Know:

Table Size: Each round table seats eight (8) and is 60" in diameter.

Centerpiece: When selecting a centerpiece, please be mindful that the space on your table is limited. Consider your centerpiece height and width and how it may obstruct line of sight for guests. Many a beautiful centerpiece has been moved off the table by the hostess because it was too high and blocked the view across the table.

Candles: Please have at least three (3) candles on each table. All candles must be dripless or include a wax catcher to prevent spills on tablecloths. The Women's Ministry Team will be lighting or turning on all candles at 5:30 PM each evening.

Dinner Plates: Once the event begins, please keep your dinner plates clear for unobstructed dinner service.

TABLES MUST BE DECORATED BY 3:30 PM EACH NIGHT. Monday hostesses may decorate their tables Sunday (12/3) afternoon between 2:00 - 7:00 PM or on Monday (12/4) between 9:30 AM - 3:30 PM. Tuesday hostesses (12/5) may decorate their tables between 9:30 AM - 3:30 PM the day of their hosting dinner. Guests may arrive at 6:00 PM for the Table Preview. Please be at your table by 5:45 PM ready to greet your guests and others who will be circulating the room during the Table Preview.



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Christmas Gathering Hostess Responsibilities

Hostess is responsible for providing the following:

Eight (8) of each: Plates, cups and saucers, water goblets, silverware set (consider disposable), napkins

Required: Centerpiece, candles (minimum of three), salt and pepper shakers

Optional: Table runner or topper, sugar/creamers bowl, Ziploc bag (to carry home used silverware)

FBC Women's Ministry will provide the following:

Coffee (decaf), clear plastic plates for entrées/desserts, white tablecloths, creamers, and sugar packets.

Food service and clean up:

Servers will pour refreshments and provide refills throughout the evening. They will also serve tables according to a predetermined service layout. Servers will clear plates between courses. Please note, servers will work the entire room, not just the table of their hostess.

Hostesses are responsible for clearing your table at the end of the evening. Please do not throw away unused sugar packets, creamers, prayer or registration cards, pens, or clear plastic plates. Large trash receptacles and liquid receptacles will be placed throughout the Sanctuary at the end of the event for cleanup. Please be mindful when disposing of liquids and pour them into the proper receptacle prior to disposal.

Thank you for serving our church and our community by hosting a table this year! If you have any questions, please contact Edna Bridges at edna@fbcumming.org or at (770) 887-2428.



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Christmas Gathering Table Decorating Guide

We've provided some photos of tables from years past for creative inspiration. Tables may be decorated as elaborate or simple as you'd like. We always see a beautiful variety of casual, farmhouse, whimsical, elegant, and formal styles.





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Christmas Gathering Frequently Asked Questions

How do I become a hostess for a table?

Online Registration is encouraged at fbccumming.org/womenschristmasgathering2023. Tables are \$200 (\$25/person) and each table seats eight (8). You may also register at the Women's Ministry Table in the Atrium on Sunday mornings November 5 - 26, if you prefer to pay with cash or check. Regardless of registering online or in person, payment is due in full at the time of reservation.

What is required of me if I host a table?

Please download a copy of our Hostess Packet online at fbccumming.org/womenschristmasgathering2023

I want to invite several people to the Christmas Gathering, but I am not sure that I want to host a table. Can I invite someone without being a hostess?

Yes, you can! We have tables set aside each night for individual ticket sales. Individual tickets are sold online and in the Atrium on Sunday mornings November 5 - 26. Purchase you and your guest's tickets (up to 2 guests) online or in the Atrium. You will be seated at the same table. If you plan to bring more than three (3) guests, please plan to host a table as a way of serving your friends and FBC! Invite a few more friends, neighbors, co-workers, or family members to fill your table!

Am I responsible for finding my own servers if I am a hostess?

Yes, we ask that you provide two (2) male servers for every table you host. We will provide a pizza dinner for the servers, and no experience is necessary! Servers must be high school age or older.

Is it necessary to provide a gift for each person seated at my table?

No. Some hostesses choose to give small gifts to those seated at their table, but it is not required.

I purchased tickets to bring some friends to the Gathering, but at the last minute, some of them can't come.

Can I get a refund for their tickets?

You may receive a refund through Sunday, November 26, but we are unable to refund any money beyond that date. We encourage you to invite someone else to take their place. If you have a last minute guest that can not make it, please let the Women's Ministry know because we typically have a wait list.

What time may guests arrive?

Guests may arrive at 6:00 PM for our Table Preview. Hostesses will be at their tables at 5:45 PM ready to greet guests who will be circulating the room during the Table Preview. The program begins at 6:30 PM.

Can I request childcare?

Childcare is only provided for the table hostesses and servers. Hostess and server childcare requests can be made at the time of registration or by emailing Edna Bridges at edna@fbccumming.org no later than November 26.

Who do I contact if I need to change any of my registration information?

Please contact Karen Isbell at karen@fbccumming.org



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Christmas Gathering Server Letter

Dear Server,

The Women's Ministry is so thankful that you would spend your evening serving all of the women at our Christmas Gathering this year! It is the Women's Ministry prayer that all who attend this event sense a warmth from FBC and feel the love of Christ. Your service means so much to each woman who attends and we know your kindness will be contagious as you greet ladies throughout the evening. We hope you'll enjoy the experience and the pizza to be provided for you!

We would love to have you praying along with the Women's Ministry team in preparation for this event. We've listed some prayer points below.

Prayer Points

Guests: Pray that each woman who attends will feel special, welcomed, and that their hearts will be open to hear God's Word.

Speaker, Karen Loritts: Pray for Karen to let God speak through her as she presents His Word and His truth. Pray that her presentation will be fun and enjoyable and that her words will touch many hearts.

Musicians: Pray for those who will provide the music for our event. Pray that God will move in the hearts of our women through their worship.

Hostesses: Pray that each hostess will be able to engage their guests well and have an opportunity to share the gospel. Pray that each hostess will enjoy the evening without stress and be fully present.

Servers: Pray for each server to feel and know they are appreciated and valued. Pray that they will know they are serving Christ as they serve each lady.

Caterer: Pray that the catering team will have the meal prepared as planned and be attentive to details. Pray that they will experience kindness and appreciation from FBC and for opportunities to hear the gospel.

Women's Ministry Team: Pray that each member of the team will be attentive and welcoming. Pray that each role will be done to the glory of God and for flexibility to adjust when hiccups arise.

Merry Christmas,
The Women's Ministry Team

Please find the list of Server Responsibilities on the following page.



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Christmas Gathering Server Responsibilities

Servers please plan to:

- Arrive by 5:30 PM
- Wear black or dark pants and white long sleeve button up shirt
- Wear a bow tie or tie: red or Christmas-like if possible
- Warmly greet the ladies as they enter the room and as you serve throughout the evening. Please keep in mind that this is an outreach event and this could be the first time that one of these ladies has visited our church (or any church). Your kindness may just be the very reason they return!
- Find the schedule for the evening in Room 206 and report to Ward Slaton (our Server Coordinator) for instructions
- Serve food, clear plates, refresh beverages throughout the entire evening
- Stay to help clean up if at all possible (program ends at 8:30 PM)

Pizza will be provided for the servers at 7:30 PM in Room 206.

Childcare is available for the servers if needed. Please let your hostess know if you require childcare and she will request it for you. Childcare is free & pizza dinner is served to the kids.

Thank you again for serving us. We look forward to seeing you at the Christmas Gathering!