

Crossway Church Shower Ministry

updated: 9/19/19

In an effort to capture the details of planning a church shower, a team of women have been developed to assist the care group leader's wife in organizing a shower for an engaged member or a first-time mother member (through pregnancy or adoption).

This packet is to help you (Cg leader wife) assess whether or not you should carry the weight of planning a shower, and if so, how to proceed. The shower ministry exists to bear the weight and assist as needed.

Clear lines of communication are very helpful in coordinating anything. With that in mind, we have structured the flow of communication to enhance clarity and minimize confusion.

The following is our attempt at making shower planning a task that seems manageable.

Why do we have showers?

Why do we do this? It takes time and energy and money. Why have we continued to do this since the beginning of Crossway Church in 1982?

We do this because we value the opportunity that we have to bless and strengthen not only the woman for whom the shower is being given, but also the women of the church. Every shower is an opportunity for hospitality and graciousness and encouragement for every woman present. Every woman who participates in the shower goes home strengthened by words spoken in the encouragement and prayer time. It is an opportunity for us as a community to uphold the sanctity of marriage and motherhood. We gather as a sisterhood around one another and recount the kindness of the Lord and glory in the beauty of being women.

The Shower Ministry is an arm of the Women's Ministry here at Crossway. Our goal is to strengthen the women of Crossway Church to live in the glory of the calling that we have as women in the world.

Step One: Where do I start?

First, read through this info packet thoroughly. Look at the details that need to be organized. Think through how much help you are going to need in planning the shower. Talk with your husband and together assess your capacity.

Talk to the women in your care group. Ask them how involved they are willing/able to be. Please consider the capacity of your group when planning the menu. Be sensitive to the women's financial resources when creating food assignments. Luncheons are the costliest to create. Please make this a part of the conversation with your women before determining the menu. Consider how large you expect the turnout to be.

With this information in hand, you are now ready to talk to the **Shower Coordinator (Denise Teaman)**.

**** Side note: if the shower needs to be organized quickly, contact the shower coordinator right away to start the ball rolling. Finding a date for the shower is going to be the most important detail in this situation.** The other details can fall into place, as long as a date is determined.

Step Two: Contact the Shower Coordinator

Work together with the coordinator in determining the date of the shower. The date will need to fit into the church calendar.

Please Note: we do not do showers...

- in the month of December
- on the morning of Go Saturday's
- at the building until after 3pm when a Consolidated Leaders Meeting is scheduled

The shower coordinator will communicate with the **Shower Administrative Assistant** all the informational details...the SAA will get the information out to the church bulletin, the women's page on the church website, and to the care group leaders' wives.

Talk with the Shower Coordinator about what kind of help you will need. The clearer the lines of communication here, the better.

Details that will need to be determined

- The date of the shower — the shower coordinator will check the date against the church events calendar to make sure that the date will work— take into consideration important people that you will want there and make sure the date works for them as well
- The location
- The building can be used — read the addendum on Building Use for showers before making this decision
- The time-frame: available time slots are Saturday 9:30 or 10:00 am breakfast, Sunday 1pm luncheon (the hardest and costliest to pull off), Sunday 3:00 or 3:30 pm snacks and dessert shower
- Who will the RSVP person be? How would they like to be contacted? She will need to be able to provide the number of attendees to the appropriate person, because it helps determine food quantities.
- Where are they registered?

Details that are pre-determined

- The RSVP date will be one week before the shower
- The group gift person will always be Teresa Baker (at this time)
- Showers are for women only — as the Shower Ministry is an arm of the Women's Ministry at Crossway
- Because the showers are getting large, we ask that only women from DOXA age and up come to the showers

- Invitations will be extended only to the honoree's Mother (or mother figure in her life) and her Mother-in-Law. (No siblings, cousins, aunts, nieces, grandparents, etc.) We do not extend the invitation further in order to not put strain on our ministry resources. We anticipate that families will host their own shower for family members and friends.

Assignment Details

- food and drinks
- paper products (cups, plates, silverware, napkins)
- linens (tablecloths?)
- decorations—these can be simple (just the food table) or more elaborate
- provide thank you notes for the guests to address for the honoree...and a basket to put them in
- (optional) a game...or activity designed to get to know the honoree or to have fun
- someone to record the gifts received and by whom
- someone to take pictures
- someone to MC the event—this person will also be responsible for organizing the agenda of the shower (what will happen when)—ideally, this should not be the woman hosting the shower in her home
- someone to lead the sharing time and/or prayer time—this can be the MC or someone else

Hostess Provides:

- Drinks (water, coffee, tea, milk/cream, sweeteners/honey)
- Large pump carafes for coffee and hot water
- Serving platters and dishes, utensils, etc.
- Parking (can her husband help with this? or should some other men be asked?) (Make sure that this detail is thought through. The neighbors will be glad that you did!)
- If any of these items are difficult for the hostess to provide, talk to the Shower Coordinator.

Hostess decides:

- the number of greeters (someone who can give direction to the ladies as they arrive)
- how many people she would like for set-up and clean up?
- the arrival time of those helping her?

** The hostess and the care group leader's wife will work together on these details. These are just suggestions to facilitate clear communication.

Possible Agenda:

Greeting and Introductions (introduce the mothers)
Pray for the food

Food and drinks and fellowship
Games— fun or 'get-to-know' her games
Prayer and sharing
Gifts

Leading the sharing and/or prayer time:

This is a unique kind of shower. We want to recognize that the honoree is stepping into a redefining season of her life as a wife or mother. As her spiritual family, we want to take time to pray for her and encourage her. We also want to bless her with some material blessings.

These times are greatly enhanced by well-planned leadership. Long silences during encouragement or prayer time creates awkwardness for the woman that we are trying to bless. Be clear with direction, in order to avoid that. Consider how to tap the wisdom and experience that will be present in the women who have been wives and mothers. Ask a specific number of women to pray. Be clear on who will begin the prayer time and who will close the prayer time. Try not to let the sharing and prayer time get too long. Don't hesitate to lead. The women are most comfortable when someone is leading.

These comments are only meant to be helpful in thinking through the sharing time. Every shower has a different flavor. That's OK. Enjoy the opportunity to bless.

Thank you notes:

For the first 30 years of Crossway Church we had a tradition of publicly 'releasing' the honoree from writing thank you notes. It was born out of a desire to serve the woman being honored from having to do more at a busy time of life. As the culture at large has changed, we have reconsidered the place of expressing gratitude. Though it makes our lives fuller, it also enriches our lives to put into words our thankfulness for each other's gifts and expressions of love and support. In that vein, we are looking to provide opportunities for the women of Crossway to grow in the habit of giving thanks.

Providing the woman with thank you notes, that the women have put their name and address on, will make the task easier. Of course, every gift-giver is completely free to communicate to the honoree directly if she does not want a thank you note from her.

Unique situations:

As Crossway has grown, our showers are getting larger. Due to this, we have carefully reconsidered our guidelines for showers. From time to time, unique situations will arise. This often involves who is invited to the shower. In an effort to protect you from awkward situations, we are creating the guideline that only the mother and mother-in-law will be invited. You can always talk with the Shower Coordinator if there is an extraordinary situation. A pastor will eventually make the decision in those rare circumstances. This is to protect you from having to be the 'bad guy', in the event that the request is denied.

We recommend that you are very clear when you communicate who is being invited at the outset. A bit of clear communication at the beginning can alleviate a lot of trouble at the end.

Hosting a shower at the building

updated: 9/19/19

In the event that you anticipate a large turnout to a shower, consider having the shower at the building. Although there are more details to consider, it can be a useful tool in your arsenal.

Due to the high volume of building usage, we do recommend that you start the planning at least 2 months ahead. Scheduling the date of the shower will be of first priority.

Submit a Building Use Application (see attachment)

Read the Crossway Church Building Use Policy (see attachment)

Any follow up questions should be directed to the building coordinator, David Howell.

Special considerations:

- Be advised that no Sunday afternoon luncheon will be scheduled at the building.
- Be sure to read and comply with the decorating guidelines found on page 7.
- Church paper products can be used for the shower. The sponsor should coordinate with Abby Odell to ensure that the church has the needed supplies on-hand.
- Church coffee/tea can be used. Coordinate the with Abby Odell.
- Church tablecloths can be used, but the shower sponsor will be responsible to have them dry cleaned and returned prior to the next event. Contact the church secretary to determine when the tablecloths are needed next, and then decide if the turn-time is feasible. An alternative would be to provide your own tablecloths.
- Set-up and tear down should be handled by, or recruited for, the care group organizing the shower in order not to overtax the meeting administrators and allow for clean-up immediately following the event.