

Pumpkin Patch Team Proposal

Motivation

A few ministries of our church, such as the Pumpkin Patch are annual, recurring efforts. Currently there is little effort spent on maintaining an institutional knowledge about all the details of how these annual efforts are coordinated and conducted. Thus, we end up “reinventing the wheel” every year with new personnel, sometimes recruited and trained at the last minute. To be successful in maintaining our 26-year tradition of this evangelism ministry, we need a new approach.

Having a standing committee or team, with constantly refreshed membership and leadership can help to address this problem. This team would be different from other church committees since it only needs to meet a few appropriate times as needed each year, rather than monthly or on some regular frequency throughout the year.

Pumpkin Patch Team Composition

1. The Nominations and Leadership Development committee is responsible for annually proposing names for new membership for the Pumpkin Patch Team (PPT).
2. The PPT will consist of at least 3 and no more than 7 members.
3. The PPT will have a leader or co-leaders selected annually.
4. No PPT member shall be asked to serve on the PPT for more than 3 years consecutively, although PPT members can voluntarily request a new term when their term ends.
5. One member of the Finance Committee will be designated as the contact person for the PPT.

Pumpkin Patch Team Responsibilities

The PPT is generally responsible for planning, publicizing and conducting an annual pumpkin patch event. Specific responsibilities for this effort include, but are not limited to

1. Meeting together at dates and times specified by the PPT co-leaders.
2. Specifying pumpkin and gourd types (as much as possible) and ordering and coordinating delivery with [Pumpkins USA](#) for the annual pumpkin patch event.
3. Publicizing the dates for the pumpkin patch events in church publications (*Happenings* and *Connections*), on the church website and in local community media such as the *Impact* or *Hill Country News*.
4. Obtaining any required permits and providing and setting up appropriate roadside signage to publicize the pumpkin patch.

5. Engaging the congregation via newsletter articles, Mission Moment appeals and direct person-to-person recruiting to help with various aspects of the annual pumpkin patch event.
6. Training pumpkin patch volunteers to perform their specific pumpkin patch ministry role, for example, greeting customers, selling pumpkins, using the tablet computer for credit card sales, counting income and making bank deposits.
7. Coordinating pumpkin patch setup including setting up tents, palettes, lighting, games, music and decorations.
8. Coordinating with Youth Ministry leaders a Fall Festival activity on a Saturday during the pumpkin patch.
9. Recruiting and coordinating volunteers to unload pumpkins when they arrive.
10. Establishing and maintaining a pumpkin patch signup sheet (online and hard copy) to ensure that at least two people are at the pumpkin patch to greet customers, explain how pumpkins are priced, help customers with purchases, load pumpkins in their vehicle, describe church ministries and hand out church brochures.
11. Maintaining the presentability of the pumpkin patch during the event by discarding spoiled pumpkins an appropriate distance away from the pumpkin patch, rearranging pumpkins and palettes and cleaning up the patch.
12. Coordinating with an appropriate farmer or rancher to dispose of any unsold pumpkins at the conclusion of the pumpkin patch event.
13. Coordinating pumpkin patch tear-down including taking down and storing tents, tables, palettes, lighting, games and decorations.
14. Arranging for disposal of any broken palettes and acquisition of sufficient new replacement palettes so that all pumpkins can be displayed off the ground.
15. Conducting an annual post-pumpkin-patch review with members of the PPT present to agree on improvements and team membership for the next year.
16. Reporting to the Church Council, Finance Committee and congregation about the results of the pumpkin patch event.
17. Providing information to the webmasters to maintain the [pumpkin patch](#) and [pumpkin patch volunteer](#) pages on the church website.