

2023

CLASS CHRISTMAS FELLOWSHIP

GUIDE

The steps for hosting your class fellowship on-campus are outlined below.

STEP 1: REQUEST ROOM

- STAFF: Email information to class on Friday, August 18.
- CLASS: Submit your room request using the online room request form [\[LINK\]](#), by Wednesday, September 6.

STEP 2: CONFIRM ROOM

- STAFF: Review room requests. Email classes with decisions regarding these requests, by Monday, September 25.
- CLASS: Confirm the date, time, and location of your fellowship, by Friday, October 6.

STEP 3: FINALIZE DETAILS

- STAFF: Confirm receipt of the class's confirmation of class fellowship's date, time, location. Email information to class for submitting set-up request.
- CLASS: Submit your set-up request using the online set-up request form [\[LINK\]](#), by Friday, October 20. (*Link will open in October.*)

STEP 4: HOST EVENT

- STAFF: Will have the room set-up in place.
- CLASS: Enjoy your class fellowship!

Classes will provide their own food, paper products, and décor. The church may be able to provide additional items as outlined below. Requests for these items are to be submitted using the online forms. Staff will confirm the details of these items with each class.

DATES – TIMES

For 2023, two dates have been set aside for the adult Sunday School classes to reserve space on-campus for their class Christmas Fellowships.

Friday, December 1

8:00 am – 9:00 pm

Saturday, December 2

8:00 am – 4:00 pm

The hours listed are the times the buildings and garage will be available to your class. Please note, the closing time is the time you are to be out of the buildings, including the garage; this is not the time fellowships should end. Please schedule your fellowship to allow for clean-up and exiting the buildings and garage before the listed closing time.

ROOMS

West Hall (Dining Room)

W-221 (assembly room in the Senior Adult area)

East Lobby (Grand Lobby)

Other rooms, by request (ex: your Sunday School classroom)

GARAGE PARKING

Garage parking is available in the **West Garage**. The crosswalks can be used to access the West Building and the East Building. Please note, vehicles must be out of the garage by 9:00 pm on Friday and 4:00 pm on Saturday.

TABLES – CHAIRS – TABLECLOTHS

Round tables (60-inch), each with **8 chairs**, are available for seating.

6-foot tables and **8-foot tables** (rectangular) are available for serving food, etc.

Tablecloths may be available for these tables; we have a limited supply of table coverings.

TABLES	TABLECLOTH COLORS	
Round Tables (60-inch)	Red White Navy Black	Burgundy Champagne Lime Green
6-foot tables (rectangular)	Navy (stretch table covers) Black (stretch table covers)	
8-foot tables (rectangular)	Navy (stretch table covers) Black (stretch table covers)	

ICE

Ice can be provided for these events. The amount of “clean ice for drink cups” provided will be based on your estimated attendance.

COFFEE

Coffee and coffee supplies can be provided for these events.

Depending on the amount of coffee requested for these fellowships, we may need a volunteer from each class to assist with making the coffee, delivering the coffee to the rooms, returning the supplies, and cleaning the pots. If volunteers from the classes are needed to assist with the coffee, we can make arrangements for training before the event.

Coffee (pots serve about 20)
Regular
Decaf

Coffee Supplies
Sweeteners Cups
Creamer Napkins
Stirrers

TRASH CANS

We will provide sufficient **trash cans** and liners for these events. Trash will be picked up after the event; classes do not need to bag up and carry the trash to a holding area.

MEDIA SUPPORT

We may be able to provide media items and media tech support.

If you would like to use media equipment and there is someone in your class that would like training, we can make arrangements for them to meet with a media tech to learn to use the equipment.

Media items that may be available:

Microphones

Podium mic (on stand)

Handheld mic

Headset mic

Show slideshow or video presentation

With sound

Without sound

CHURCH MUSICIANS

To request a member of the choir or orchestra to perform at your Christmas Fellowship, please contact Linda Lineberger at LindaL@fbcjax.com. Please do not contact the individuals directly.

2023 Sunday School Class Christmas Fellowship Guide

Updated 08/18/2023

*This information is also available on the **Adult Leader Resources** page of the church's website at fbcjax.com/adult-leader-resources.*