

# 2024

## SUNDAY SCHOOL CLASS CHRISTMAS FELLOWSHIP GUIDE

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

### STEP 1: REQUEST ROOM

- STAFF: Email information to classes on Thursday, September 26.
- CLASS: Submit your room request using the online room request form [[LINK](#)], by Thursday, October 10.

### STEP 2: CONFIRM ROOM & FINALIZE DETAILS

- STAFF: Review room requests. Email classes with decisions regarding these requests, by Friday, October 18. This email will include information for submitting set-up request.
- CLASS: Confirm the date, time, and location of your fellowship by Friday, October 25, then submit your set-up request using the online set-up request form [[LINK](#)], by Monday, November 4. (*Link will open in late October.*)

### STEP 3: HOST EVENT

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

*Classes will provide their own meal\*; 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.*

*\*This year, as an option to your class bringing a meal, we are pleased to offer menu choices for dinner and breakfast from Chef Greg.*

## DATES – TIMES

For 2024, three dates have been set aside for the adult Sunday School classes to reserve space on-campus for their class Christmas Fellowships.

**Thursday, December 19**

5:00\*–9:00 pm

\*Set-up at 3:00 pm.

**Friday, December 20**

8:00 am – 9:00 pm

**Saturday, December 21**

8:00 am – 7:30 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.

## 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 Thursday, 9:00 pm on Friday, and 7:30 pm on Saturday.

## ROOMS

Rooms will be assigned based on the best use of space; consideration will be given to the order the requests were received. The **West Hall** (Dining Room) and **West Lobby** are not available during this time.

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

**East Lobby** (Grand Lobby)

**E-321**

**E-322**

**East 3rd floor Lobby**

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

## 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)	

## MEAL

See the “Christmas Party Menu Options” for the dinner (\$15/person) and breakfast (\$8/person) **meal** choices from Chef Greg.

## ICE

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

## COFFEE

Coffee and coffee supplies can be provided for these events. We may need a volunteer from each class to assist with making, delivering, and cleaning.

<b>Coffee</b> (pots serve about 20)	<b>Coffee Supplies</b>		
Regular	Sweeteners	Cups	Stirrers
Decaf	Creamer	Napkins	

## 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

Media items that are already in the room can be used; however, media tech support is not available for these fellowships.

Media items that may be available:

### **Microphones**

- Podium mic (on stand)
- Handheld mic
- Headset mic

### **Show slideshow or video presentation**

- With sound
- Without sound

### **Play background music**

- From device you provide

If you do not know how to operate the 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.

## 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](mailto:LindaL@fbcjax.com). Please do not contact the individuals directly.

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### **2024 Sunday School Class Christmas Fellowship Guide**

Updated 10/02/2024

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