

**Job Title**

GSLC Giving Tree Coordinator

**Description**

Contact Zumbro Valley Mental Health Center (Julie Halferty, 289-2089) in October to let them know GSC wants to have a Giving Tree this year. She and the staff select clients and make up wish lists based on the staff's knowledge of the clients' likes and needs. The presents must be delivered to ZVMHC (or picked up from GSC) a couple weeks before Christmas so that the staff members have time to personally deliver the presents to clients in their homes. The clients have not participated in making the wish lists, are not aware of the program, and are surprised and appreciative. Wish list items might include things like kitchen pans, dish towels, socks.

Ask Julie when the wish list will be ready. Agree on a date for delivering the gifts to ZVMHC.

Make Christmas tree tags for each 1 or 2 items from the wish list. Specify that the tag should be attached to the outside of the gift for identification, and specify a deadline for returning the gift. Put up one of the artificial trees (stored at the church) to serve as the giving tree, and hang the tags. Monitor the tree as the gifts are returned. For security, collect the obvious gift cards in a separate basket in the office.

Before delivery, sort the gifts. Verify that each person on the list has received at least one gift.

**Timeframe**

Make initial contact ZVMHC in October. Put the tree in place by Thanksgiving. Deliver the gifts to ZVMHC on the agreed date a couple of weeks before Christmas.

This is an annual event and the Coordinator may commit or decline to serve in the role on an annual basis.

**Training/Qualifications**

None

**Committee Oversight**

Social Ministry Team, Carol Kivimagi – Chair  
292-0244, carolk55923@yahoo.com

**Staff Liaison**

Pastor Dave Berg

**Contact for Information**

Paul Willemsen, 288-8069  
Last revision: January 2011