**FUUSB 2020 Stewardship Campaign**

**Cottage Party Program**

**This document is an outline for YOUR cottage party.** Remember, “Brevity is the soul of wit.” Each speaker should be brief, but not rushed. The whole program should take about 20 minutes, 25 minutes a MOST. This is actually longer than it seems. The Facilitator is in charge of allowing the program to go a bit longer. Sometimes speakers get “on a roll” and go on too long. This is usually not a good thing.

**Facilitator:**

Check with the Assistant. After most guests have arrived, while there is still a buzz of energy, start the program. Do not wait too long, even if delayed people have not arrived. Find the Host and tell them it is time to start. Call everyone’s attention and have them gather where they can all see/hear, and are comfortable.

After guests are settled, the Host starts:

**Host:**

1. Introduce yourself and role in congregation, welcome everyone, thank them for coming

2. Tell a brief story about the congregation or why and are hosting this event. Tell briefly about how you think through or your process of determining the right amount for you.

3. Encourage everyone to eat, drink, and stay as long as they like.

**Facilitator:**

1. Thank the Host
2. Introduce yourself and role in congregation. Assure everyone that this will be brief and then they can go back to eating and drinking.

***If there is a guest speaker:***

1. Introduce the guest speaker (minister, religious educator, music director, board member, etc.).
2. **Guest Speaker** will talk about their part of congregational life, highlight exciting and fun things that happened in the past year, tell a personal funny or moving story, and talk about what exciting things are planned for the coming year. If they are comfortable, they can talk about how important giving is to their ministry for the congregation. Then open up to the guests for any comments or questions. This section should take no more than 10 minutes – including the questions!

***If there is NO guest:***

1. **Facilitator** asks each person to briefly share a favorite story or powerful memory about <Congregation>. It is best to ask someone who is ready to start and then go clockwise from there. If there is crosstalk, or people want to respond directly, remind people that everyone will get a turn to talk and you can respond through your own story if you wish. Be aware that as it goes around the group, the stories tend to get longer and longer. You may step in between speakers to observe that for the group and ask people to keep it brief.

**Facilitator:**

1. Give a brief orientation to the annual drive this year: what is different, the due date for all commitments, ways to give (auto at bank, credit card, check, etc.), and when their payments will begin.
2. Let people know that this year we are asking everyone to consider using the *Suggested Giving Guide*. Pass out copies and briefly tell how you use it, particularly how your giving has changed over the years as you have become more involved.
3. Hand out pledge cards and have people look at them, ask if there are any questions about filling out the card.  Let people know that you are accepting them back today and have a blank envelope people can put their card in (need only one envelope for the whole group). If people are not ready to fill out their card today, emphasize the date when all cards are due and tell people how/where they can turn them in.
4. Give the group about 5 minutes of quiet for those who want to fill it out now.
5. Thanks the host again, thanks everyone for their attention and for coming, and encourage people to stick around for a bit to socialize.

If you have any questions, please contact: Nancy Knox, chair, Stewardship Team

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