

Home, Family, and Personal enrichment

Monthly Responsibilities

SCHEDULING

- ❑ One week before the meeting, confirm that we are scheduled to use the building (Longfellow Park) and the rooms (Cultural Hall, Relief Society Room, Kitchen) by calling the Institute Secretary, Sister Star Bartlett (w) 617-547-6188 (h) 781-944-7326. We should be in her book for the second or third Tuesday of each month from 7:30-9:30 PM: November 12; December 10 (an Enrichment Christmas party—not a regular Enrichment meeting); January 21; February 11; March 11; April 15; May 13; June 3.
- ❑ On the day of Enrichment, call Sister Bartlett and ask her to leave the building unlocked for us to begin setting up at 6:30 or 7 PM, as we don't have a key to the building.

TEACHER CONTACT

- ❑ At least two weeks before Enrichment Night, invite teachers to present 30-minute miniclasses.
- ❑ Mail each teacher a “miniclass planning guide.” On the back of the planning guide, list resources from the Ensign which may be helpful to her in preparing her lesson, and instructions on accessing those resources at www.lds.org.
- ❑ Ask the sisters to come up with a two- or three-sentence teaser describing their class to be used for publicity, and to email it to the committee member in charge of making the flyer.
- ❑ Ask the teachers to let you know if they have special set-up needs (no chairs, extra chairs, use of the kitchen), and then provide for those needs.
- ❑ Remind the teachers to plan on just 30 minutes, and to conclude their classes punctually.
- ❑ Remind the teachers that if they need supplies, their budget is \$5. If they will exceed this, we may need to ask the sisters who participate in that particular miniclass to each bring \$1-3 to offset the cost of supplies. Check with April about budgeting (april_nichelle@hotmail.com, 617-864-5259).

SIGN-UP SHEET

- ❑ Make a volunteer sign-up sheet to pass around in Relief Society requesting 1-2 sisters to come early to help set-up, 1-2 sisters to stay late to help clean-up, and the names of the children who might be in nursery. (Note: The Elders' Quorum will provide babysitters. The purpose of our sign-up sheet is just to get a rough estimate of how many children will be at nursery, so that we know how many babysitters we will need.) Check with the committee members in charge of refreshments and the idea/display table to find out if they would like sisters to sign up to bring anything in particular (if so, indicate the table themes on the sign-up sheet).
- ❑ Circulate sheet during Relief Society and retrieve it at the end of Relief Society. (It is best to circulate the sheet on a clipboard of its own rather than in the RS binder, as the binder is notorious for not making it all the way around the room.)
- ❑ Let the appropriate Enrichment committee members know who has signed up for what.

- ❑ One day before Enrichment, you may wish to call or send a reminder email to the sisters who have signed up to help in various ways.

PUBLICITY

- ❑ Send announcement to: the Bishop to be read in sacrament meeting (gbriggs@attbi.com, landonblatter@hotmail.com, josiahpierce@hotmail.com), the EQ president to be read in EQ (jgalovan@mba2003.hbs.edu), Ruby von Dworknick to be printed in bulletin (keyinme@earthlink.net), Tracy to be printed in the Relief Society bulletin (happytrace@hotmail.com), and Allie Thornbrue to be printed in the ward newsletter (jrthorn@mit.edu).
- ❑ Make announcements in RS meeting for 2 or 3 weeks prior to Enrichment.
- ❑ Send friendly e-mail reminder one day before Enrichment to both rs@cam2.ldsoston.org and members@cam2.ldsoston.org.
- ❑ Ask Randall Rogers if there are sisters in the ward who would benefit from a personal invitation (rer52001@yahoo.com, 617-661-8447).
- ❑ Call/email/mail them an invite

INFORMATIONAL FLYER

- ❑ Make flyer, describing all of the activities for the evening.
- ❑ Copy & distribute flyers at least 2 Sundays before Enrichment Night to the sisters in Relief Society, as well as to the sisters in primary and nursery.
- ❑ Encourage sisters to mail the flyer to any of their Visiting Teachers who aren't in church.

INVITATION

- ❑ Make invitation.
- ❑ Copy & distribute invitations on the Sunday before Enrichment Night.
- ❑ If the assembly of the invitation is time-consuming, bring the supplies to our monthly Enrichment Committee planning meeting, and we can all assemble it together there. Many hands make light work!

NURSERY

- ❑ Ask Jim Galovan to request that 2 or 3 brethren volunteer to provide babysitting for Enrichment Night, and ask him to give you the names of those volunteers on the Sunday before Enrichment Night (jgalovan@mba2003.hbs.edu or 617-868-6062).
- ❑ Email the volunteers on Tuesday to remind them to be at the Longfellow Park building a little before 7:30.
- ❑ On Tuesday night, unlock the nursery (held upstairs in the former Institute Library), and direct mothers to take their children there. The key to the nursery is kept on the top right corner of the black bulletin board immediately outside the Relief Society Room of the Longfellow Park building.

IDEA/DISPLAY TABLE

- ❑ Each of our Enrichment Nights will center on one of the ten themes provided to us by Salt Lake. The purpose of the idea/display table is to share talents, arts and crafts, tips and projects that don't directly fit into one of those ten themes, but which might appeal to the

sisters and be enriching to them. If, for example, we have a sister who makes terrific neighbor gifts at Christmas time (or darling chore charts for her kids' bedroom walls, or perfect Sacramento Meeting quiet books, or a sister who has an ingenious menu planning system, or knows how to throw terrific baby showers), even though we can't devote an evening to those talents and skills, we can still showcase them through our idea/display table.

- ❑ Pick a focus for the idea/display table. (Last year, our most successful displays were the quilt and handicraft display, and the scrapbook display.)
- ❑ Personally invite sisters to participate in the display, or ask the committee member in charge of the sign-up sheet to solicit participants that way.
- ❑ Remind the sisters who will be displaying their items to come EARLY to Enrichment Night to set up.
- ❑ If the monthly display table includes a craft or project that sisters might like to make themselves, you may wish to get a count of the number of sisters who would like to purchase the project supplies, and let them know that those supplies will be available that night. (For example, "Our display table this month will focus on ideas for throwing terrific parties and showers! Please bring your favorite invitation ideas, party games and favors. Michelle Gatlin will display her famous diaper cake, along with instructions for making your own! Sign up if you would like to purchase a supply kit that night for \$3 so you can make your own at home.")

“ENRICHING IDEAS” SHEET (VERY OPTIONAL)

- ❑ Make “enriching ideas” sheet. This is like a mini-newsletter. Its purpose is to present all of the information related to the evening in one place. Ideally, it might include the recipes for the refreshments; any supplemental information that the teachers would like the sisters to have (the miniclass teachers will be told to email that information to you ahead of time; you may wish to contact them directly to let them know that you will be making the “enriching ideas” this month, and to let them know the date by which you would like their information); any information to go along with the items displayed on the idea table (again, as emailed to you by the sister in charge of it); and/or general interest items related to the month's theme.
- ❑ Copy & bring “enriching ideas” sheets (50 copies—put left-over copies in the Enrichment binder).

REFRESHMENTS

- ❑ Make or delegate the making of the refreshments. You may wish to pick a theme for the refreshments that coordinates with the general theme of the evening (such as refreshments from our food storage for our evening on self-reliance), although this isn't necessary. Also, if you would like to plan a light dinner as part of Enrichment Night, that could be very lovely.
- ❑ Buy appropriate paper products and arrange them on the refreshments table that night. (Ask the committee member who coordinated refreshments for the previous month's meeting if there are left-over paper products.)
- ❑ Bring, or ask other sisters to bring, any necessary serving items, as the Longfellow Park building isn't fully stocked as a normal kitchen might be.
- ❑ You may wish to prepare a hand-out with the recipes for the evening's refreshments, or email that information to the committee member in charge of the “enriching ideas” sheet and she can include it on there (plan on 50 copies).

SET-UP

Cultural Hall

- ❑ In the cultural hall, set up 35-40 chairs and 2 tables (a refreshments table, and an idea/display table).
- ❑ Bring tablecloths and cover tables.
- ❑ Set up the chalkboard and a small table for the teacher's supplies. Make sure that the chalkboard has chalk.
- ❑ Bring or arrange for music (portable CD player and CDs).

Relief Society Room

- ❑ Set up a small welcome table outside the Relief Society Room. You may wish to include a welcome sign (perhaps we should make a welcome sign that we can reuse each month), a copy of the flyer for the evening (so people are reminded where to go and when), and nametags and pens.
- ❑ Cover the large table inside the Relief Society Room with a tablecloth, so that the teacher can use it for her supplies/display.
- ❑ Make sure the chalkboard has chalk.
- ❑ Arrange 35-40 chairs.

CLEAN-UP

CONDUCT

- ❑ On the Sunday before Enrichment night, confirm with Randall that she (or a member of the presidency) will give an opening message (rer52001@yahoo.com or 617-661-8447).
- ❑ Invite sisters to give opening and closing prayers. Pick an opening song (just one verse) and ask a sister to play the piano and lead the music (or lead it *a capella*).
- ❑ Conduct Enrichment Night. Begin with a song and prayer in the Relief Society Room. Turn five minutes to Randall for an opening message. Then announce the line-up of classes and which room each class will be in (this information can be written up on the chalkboard beforehand). Encourage teachers to end promptly and the sisters to move quickly to the appropriate rooms at the appropriate (punctual!) times. Remind sisters that we will meet at the end in the Cultural Hall for a closing prayer/blessing on the refreshments.
- ❑ When you announce the miniclass teachers and classes, you may wish to share a short, interesting fact or two about that teacher that you researched beforehand (for example, what their husband likes best about them, or why they're particularly qualified to teach this class).
- ❑ Collect any extra hand-outs from the evening ("enriching ideas," refreshments, individual hand-outs prepared by the miniclass teachers) and put them in the Enrichment binder.

THANK YOU NOTES

- ❑ Send thank you notes/emails to miniclass teachers, and/or arrange for other sisters to send thank you notes to teachers whose classes you didn't attend.
- ❑ Send thank you notes/emails to the brethren who provided the babysitting.
- ❑ Send thank you notes/emails to the sisters who participated in the idea/display table.