HOME
MORAVIAN CHURCH

Candle Tea
Candle Room Coordinator

Women's Fellowship

OVERVIEW

The Candle Room Coordinator works with the Chair of Candle Tea to create and staff the demonstration of candle making during Candle Tea.

TIME COMMITMENT

Throughout the year, this position supports the days that are needed to make and trim the beeswax candles to start Candle Tea. The Candle Room Coordinator schedules the volunteers to work in the skilled and speaking roles of the Candle Room. This recruitment is completed on the leader's own time usually by late summer. During the day of the move-in, the Candle Room Coordinator moves the items necessary for the set-up of the Candle Room. This move may take more than one day. During Candle Tea the Candle Room Coordinator works shifts and monitors and straightens the room as needed. On move-out day, with help from volunteers, the Coordinator packs up the Candle Room; the candles and candle-making items are inventoried and stored.

LENGTH OF COMMITMENT

This is an ongoing role and with the endorsement of the Candle Tea Chair lasts as long as the member chooses to participate, with a minimum 2-year commitment.

RESPONSIBILITIES

- Maintains records of volunteers who are vetted Experienced Candle Makers (speaking and pouring molds), and Supervisors (melting wax),
- Schedules experienced people to volunteer for jobs during CT. These roles have time shifts different from the regular volunteers.
- Supervises the organization of equipment needed in the Single Brothers House to make candles and supervises the days of Move-In and Move-Out of the SBH.
- Inventory items needed to make candles during the Tea so that they are ready for candle making.
- Visits the SBH candle-making area every day to make sure it is cleaned up and all materials are ready for the next day. Restocks when necessary, with supplies stored upstairs in the attic or in the church candle room.

SPECIAL SKILLS OR TALENTS

Flexibility to gather all materials required to create candles in a different location and setting up the space in the room at the Single Brothers' House. Working with people to schedule workdays during CT. Organizational skills to schedule needed workdays as the volunteers are selected to participate in volunteer slots the leader supervises.

TRAINING
Previous experience in making wax and candles in all stages of the completion of trimmed candles. On the job training during weekends of making candles and working in the various positions at Candle Tea in the Candle Room.

WHERE THIS ROLE FITS IN THE CHURCH
Under the purview and support of the Candle Tea Chair, the Candle Tea Committee and Women's Fellowship.

CONTACT
Does this sound interesting? Want to learn more? We would love to explore this opportunity or any others you might be interested in. Please contact the Church Office (336-722-6171 or home1771@homemoravian.org) for more information.