

MAKE LIFE FLOW MEAL

We'd love you to join in with Tearfund's *Make life flow* campaign by holding a coffee morning, lunch or supper. The idea of the event is:

1. To enable your church or group to remember that millions of people around the world are denied the basic essentials of clean water and a toilet.
2. To ask everyone to sign a campaign postcard, calling on the Prime Minister to champion the issue of water and sanitation among world leaders.
3. To invite everyone to give a suggested donation of up to £5 each. Here are a couple of targets for medium- and large-sized events respectively.
 - **£110** is the cost of enabling two families of eight to achieve safe, adequate sanitation.
 - **£300** sees a 4,000 litre rainwater tank built at the home of a family – providing water to 15 people.

HOLDING A MEAL IN YOUR CHURCH

Running a coffee morning, church lunch or supper event can be a fun way to develop friendships within a church. Organising the event can be broken down into a number of simple steps.

Two months before

- Agree a date for your meal with your church leadership/group leaders and ask if you can promote the meal a couple of weeks beforehand. (You may like to show them the *Make life flow* church pack materials to inspire them).
- Check with the leadership that the church or meeting venue has adequate Public Liability Insurance to cover the event.
- Set up a group to organise the event or ask your church catering committee, if you have one, to supervise the purchase and preparation of the food. If you are serving food, you will need at least one person to be trained in food hygiene.
- You may like to arrange for a First Aider to be available on the day.

One month before

- Plan your menu and create a shopping list. (To keep costs as low as possible, you might like to invite groups or individuals within the church to bring along bread, cheese and jam for each table. Alternatively, some churches have had success in the past with approaching local supermarkets to donate food or sell produce at a reduced rate.)
- Ask a couple of people who are not involved with the catering to organise some activities so people understand how the meal links in with Tearfund's water and sanitation campaign. At www.tearfund.org/makelifeflow you'll find:
 - themed placemats: a multiple-choice quiz for adults and activities and jokes for children
 - individual prayer cards for each place-setting
 - ordering facility for FREE Gift Aid envelopes and campaign postcards for everyone.

Two weeks before

- Advertise your lunch in your church announcement sheet and church service. At www.tearfund.org/makelifeflow you'll find fully editable templates for a poster or leaflet (in PowerPoint) so you can put together some publicity about your event. Alternatively, you may like to make a verbal announcement or use the short *Make life flow* DVD film that comes with the church pack.
- Invite people to book in advance so you can cater for appropriate numbers – but make it clear that people are still welcome to turn up on the day.
- Ensure that your team personally invites lots of people to the meal – personal invitations are the most effective way to ensure a good turnout!

One week before

- Ensure there is a reminder in your service and church bulletin.
- Buy the food a day or two before the event.

On the day

- Set up tables – paper tablecloths might look nice!
- If cooking a large quantity of soup, ensure that you start to heat it in good time.
- Set up some of the water-related activities outlined on page two and put out placemats and prayer cards at each place-setting, and pots of pens or colouring pencils.
- Open the meal-time with a prayer, if appropriate.
- Ensure you clearly highlight how people can give the suggested donation and invite them to sign a Gift Aid declaration, which will increase their donation by 28 per cent if they are UK taxpayers.
- Invite people to sign the *Make life flow* campaign postcards.

After the lunch

- Thank everyone for coming.
- Highlight how much water your lunch has used and announce the results of the quiz – see activities overleaf.
- Highlight where everyone can put their completed Gift Aid envelopes and campaign cards.
- Invite people to make a donation for any surplus food.
- Encourage people to take home their prayer card.

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BE PART OF A MIRACLE

MAKE LIFE FLOW ACTIVITIES

We've outlined some ideas below to help make the link between your event and Tearfund's *Make life flow* campaign.

Placemats

You can download *Make life flow* placemats from our website. Each adult placemat has a quiz which can be played during the meal either by individuals or by dividing the tables into teams. The children's placemats have activities and jokes for children aged 7-11.

Prayer cards

You can download sheets of prayer cards which you'll need to guillotine and put out at each place-setting. The idea is for people to pray for those living without clean water and basic toilets – either at the end of the meal, or by taking the card home afterwards.

Murky water

You may like to put a cup of water that looks dirty (use gravy granules or food colouring to make it appear brown), a *Make life flow* campaign card and a pen at each place setting. The dirty-looking water will help people make the connection between the meal and Tearfund's campaign. You could offer each table a jug of clean water and fresh glasses AFTER they have filled in their campaign card!

You will need a team of water servers to provide clean water for each table and collect the campaign cards.

Five-minute make-over for your cloakrooms

At www.tearfund.org/makelifeflow you can download Out of Order signs that can be printed out on a colour printer and fixed to your cloakroom doors, cubicle doors, toilet flush, mirror and soap dispenser – to highlight different water and sanitation statistics and turn your cloakroom into an eye-catching talking point! There are photos on the website to show you where the different signs go.

Online resources at-a-glance

- Adult placemat with quiz (answers on a separate download)
- Children's placemat with activities
- Prayer cards for each place-setting
- *Out of order* cloakroom signs
- Ordering facility for Gift Aid envelopes and campaign cards