

Jubilee Christmas 2026 - Handbook

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Introduction

Overview

[Lafayette Urban Ministry](#) is thrilled to announce that [Jubilee Christmas](#) will return on **Saturday, December 12, 2026!** This cherished holiday tradition simply wouldn't be possible without the amazing support of our **Host Sites and Partners**—churches and organizations like *you!*

Planning starts now!

Jubilee Christmas is a community-wide celebration that brings together LUM member churches and local organizations to host special Christmas events for families in need. By joining forces, we're able to reach even more families and make a lasting impact across Greater Lafayette. For more than **40 years**, Jubilee Christmas has helped make **parents the heroes** on Christmas morning—creating joy, dignity, and lasting memories for their children.

This **Jubilee Christmas Handbook** is your go-to guide to make planning easy, consistent, and fun. Inside, you'll find everything you need to make this year's celebration merry and meaningful!



Details

- LUM Information
 - Director: Melissa Martin | jubilee@LUMserve.org
 - LUM Office, 420 N 4th Street, Lafayette, IN 47901
 - Host Site Portal - all of the information a JC coordinator needs - click [HERE](#)
- DATE – Saturday, December 12
- PLACES – 30+ events coordinated by Host Sites, which are churches and organizations
 - Each Site hosts between 8 and 40 families
 - Host Sites agree to the JC Covenant and the guidelines included in this Handbook

Important Dates

Family Registration Process Timeline

- Wednesday, September 02 – LUM Families who have received services in the past year invited by email to sign up
- Wednesday, October 7 - Family Open Registration (if spaces remain)
- On or before Monday, November 2 – Registered Families informed of their assignment
- To be eligible for Jubilee Christmas, families must:
 - Be a resident of Tippecanoe County
 - Have legal custody of at least one child age 12 (by 12/12/26) or younger
 - Provide documentation that they have a household income of less than 175% of the poverty threshold

Meetings - Coordinators Meetings - Mandatory

- Tuesday, October 6, 6:00 p.m. via Zoom (Join, click [HERE](#)). Agenda
- Tuesday, November 3, 6:00 p.m. via Zoom (Join, click [HERE](#)); Agenda

Timeline

- Tuesday, October 6 – Covenant & Details Form – due – click [HERE](#)
- Monday, November 3 – Registered Families informed of their assignment
- Monday, December 7 – Toy drop Off
 - Oakland Academy, (1100 Elizabeth St), 11:00 – 5:00
- Tuesday, December 8
 - Shop for Toys
 - Oakland Academy (1100 Elizabeth St), 1:00 – 5:00
- Thursday, December 10
 - Pick up packets, food cards, teen cards, toys, evaluations
 - Oakland Academy, (1100 Elizabeth St), 11:00 - 2:30
- Saturday, December 12
 - Drop off gifts for “absent parents”
 - LUM Office (420 N 4th Street), 9 a.m. – 5 p.m.
 - Drop off surplus toys, clothes, food, etc.

- Oakland Academy (1100 Elizabeth St), 11:00-5:00
 - By Monday, December 21 – Complete the online evaluation form, click [HERE](#)
-

What LUM Provides

Coordination

- Families - register and assign to site
 - Mailings: invitation, confirmation of registration, and assignment, basic information and admission card
 - Screen, invite, collect information and register families; and assign each families to a Host Site
 - Give family information to Host Site
 - coordinators including name, ages of children, gift suggestions for each child, address, email address, phone number of their assigned guests
- Collective Purchasing
 - Purchase the Food Cards – one per family
 - Purchase Gift Cards – one per teen
- Donation Centers
 - Collect toys, clothes, gift wrap, etc. – and distribute to each Host site equally
 - Host sites should not count on these toys and instead should view them as “extra”
- Marketing
 - promote Jubilee Christmas to community, and LUM friends – through email, media releases, and social media
- Surplus Distribution
 - Coordinate the distribution of surplus toys, food items and household items



Host Site and Partner - Expectations

Covenant

Host Sites and Partners are asked to agree to a Jubilee Christmas Covenant. The Covenant urges that each sponsor agrees to the following:

1. Review the [Biblical basis for Jubilee Christmas](#)
2. Conduct the program with dignity and respect for the low-income families served
3. Share gifts and money among the several host-sites so that there is equity in the items available
4. Designate any remaining Jubilee Christmas funds to Lafayette Urban Ministry or a comparable ministry of your local congregation. (OR place in a dedicated Jubilee Christmas fund for use the following year)
5. Work cooperatively with the LUM staff and maintain regular communication
6. Attend and participate in meetings and training events
7. Welcome volunteers from your church/organization and from partner churches/ organizations
8. Submit [LUM Host Site Evaluation](#) of your program including financial data

Responsibility - Toys, Gift and Food Cards, and more

The **Host Sites and Partners** are responsible for providing the following:

All Host Sites:

- 3 per child – New gifts: toys, games, crafts, art supplies, sports equipment, dolls, etc. (suggested maximum: **3** gifts at **\$30** per gift = **\$90** per child)
- 3 per child – Stocking Stuffers
- 1 per teen – Gift cards for teenagers (age 13 to 18) - **\$50** per child
- 1 per family – Food cards – **\$50**: family up to five; **\$60**: families of six or more
- Gift wrap & tape
- Batteries (if needed)

Most Host Sites (encouraged and based upon the Host's ability to provide these items):

- 1 per child – Stuffed animal
- 1 per child – Winter hat & gloves set
- 1 per child and teen – Book
- 1 per family – Blanket/quilt
- 1 per family – Homemade Christmas cookies - one plate

Some Host Sites (based upon the Host's ability to provide these items):

- 1 per child – Winter coat and/or Winter boots
- 1 per family – Large item (bike, play kitchen, outdoor games, sports equipment)

- 1 per infant – Diapers
- 1 per family – Household items, basket full
- 1 per family – Food items, one or two bags full
- 1 per family – Board game
- 1 per child and teen – Blanket/quilt

Most of what you provide is donated by your members. The estimated overall cost for serving as a host site is approximately \$90 to \$100 per family not including gifts for children (which are typically donated by your members), any supplies (typically donated) or “special” gifts you choose to purchase or get donated. An estimated breakdown of each family is as follows:

- Family: \$50 or \$60 food card
- Children: \$60 to \$90 worth of gifts per child (typically donated by your members)
- Teens: \$50 gift card
- **Minimum TOTAL = \$110** for a small family (\$50) with no teens (\$0) and one child (\$60)
- **Maximum TOTAL = \$200 per family** for a large family (\$60) with one teen (\$50) and one child (\$90) – plus \$90 for each additional child and \$50 for each additional teen

Planning Your Event

First Things First (October and November)

- Determine the number of families you (Host Site and Partner) will host
- Communicate with Partner church/organization
 - Discuss “Partner Expectations”
 - Agreement on responsibilities, duties, budget, promotion, etc.
- Review and submit your Jubilee Christmas Covenant
- Pastor/Leader - schedule to attend, welcome, offer a prayer



BASICS

Facility

- Reserve space -- facility, kitchen, rooms, etc.
- Review safety protocols and apply appropriately for event set-up, consulting with operations or maintenance staff, if applicable
 - Blizzard, COVID, Flu Plan
 - Fire Safety Plan, Emergency Exits
 - Room layout that is safe, has logical traffic flow, and is welcoming and comfortable
 - Keys - arrange for picking up
- Equipment
 - Sound system
 - Tables, chairs
 - Lectern, easels
- Make sure room is ready
 - Bathrooms are open and stocked
 - Access to mops, brooms, cleaning supplies, garbage bags, trash cans/recycling bins

General Health and Safety Protocols

- The following are general health and safety guidelines. Each host site should determine which, if any, of these measures to implement based on the needs of their space and participants.
- General Procedures
 - Make sure all volunteers and family representatives receive clear communication about your site's health and safety policies.
 - If a family representative becomes ill or is unable to attend, offer a clear plan for alternate gift pick-up or delivery.
 - Develop a plan for how to handle situations where someone becomes sick or shows symptoms of an infectious disease during the event.
 - Designate one person to handle infectious disease or health-related concerns, and make sure everyone knows who that person is and how to contact them.



- Social Distancing and Flow
 - Arrange your space to allow for comfortable movement and personal space for all guests and volunteers.
 - Consider using multiple entrances and exits to reduce congestion in waiting or registration areas.
 - Encourage families to move through stations at a steady pace to keep the event flowing smoothly.
- Ventilation
 - Make sure your ventilation system is working properly and increase the flow of outdoor air when possible (for example, by opening windows or doors).
 - If fans are used, position them to circulate air without blowing directly from one person to another.
 - Ensure good airflow when using cleaners or disinfectants to prevent staff and guests from inhaling fumes.

Purchasing and Donations

Supplies List

- Name-tags, markers
- Paper products - plates, cups, napkins
- Decorations, Santa hats
- Gift wrap, Gift bags, Tissue, Ribbon, Bows, Tape
- Batteries
- Decorations
- Health and Cleanliness
 - Soap
 - Water for hand hygiene
 - Hand sanitizer (at least 60% alcohol)
 - Paper towels
 - Tissues
 - Cleaning supplies
 - EPA-approved disinfection supplies
 - Masks
 - Gloves for food handling

Gifts

- Cash donations
- Gift cards
- Toys, sports equipment, games,
- Books, art/craft supplies,
- Blankets
- Larger Gifts - bicycles, play kitchens, music instruments

Household & Food Items

- Homemade Christmas Cookies
- Refreshments - coffee, punch, water, snacks, cookies
- Meal - breakfast or lunch items
- Household items basket - each family
- Food items - each family
- Blankets/Quilts - one per family or one per family member



Marketing Plan

- Develop a promotional strategy -- announcements, displays, posters, special events
- Announcements – at services, events, classes
- Fliers, posters, display cases, bulletin boards, banners
- Bulletin articles
- Website, social media
- Tables after services and at social events
- Reach out to larger community

Enhance Your Event

Here are some creative ideas shared by Jubilee Christmas veteran coordinators:

- Begin the event with an opening prayer or devotion from your pastor or organization leader
- Give each family a home baked loaf of bread or gift jar with cookie ingredients and recipe
- Give each family a laundry basket in which to carry their gifts home
- Have a surprise visit from Santa
- Give each family a festive centerpiece
- Have your members or music ministry sing Christmas carols
- Offer breakfast or lunch treats
- Provide a family gift like a blanket/quilt and/or board game
- Provide other needed household products or food staples (items not covered by SNAP) – packaged in a plastic tote or laundry basket/hamper

BEFORE - Jubilee Christmas Day

Families

- Call or email each family personally
- Explain the Jubilee Christmas process – in a positive manner
- Confirm address, check-in time, parking
- Ask which adult from their family will be in attendance (if there's more than one)
- Provide contact name and phone number
- Explain any infectious disease protocols and expectations you might choose put in place
- Ask the following:
 - Understand the Jubilee Christmas Day process?
 - Any special needs or requests? Need transportation?



Logistics

- Arrange transportation if needed
- Set up Childcare, if needed
- Create schedule – decide if you are going to stagger arrival times of families

SET UP - Jubilee Christmas Day

- Facility - tables, chairs, unlock bathroom, unlock exit doors, put out signage
- Toys, gift wrap, clothes, books, larger toys and other items - arrange
 - Consider displaying bigger items on stage; distribute by drawing names (raffle/door prize style)
 - Categorize by type and by age range
- Check-in, Check-out
- Decorate room
- Music and sound system
- Refreshments, Meal - if applicable

START of Event - Jubilee Christmas Day

- Check-in - Open on time

- Be prepared and ready before parents arrive
- Greet each parent as they arrive
- Take their Admission Card, verify with a picture ID
 - Remember, the parent who shows up may not be the head of household, but as long as they are on the ticket it's fine
- Introduce the parent to their personal host, if applicable
- Emcee needs to be ready and in place
- Pastor/organization leader welcomes and leads prayer
- Make announcements
 - Thank coordinators, volunteers, churches/organizations, members
 - Bathroom locations, exits, etc.
 - Use #Jubilee on social media



DURING - Jubilee Christmas Day

- Be ready for on time check-in
- Emcee needs to be ready & in place
- Find pastor(s)/organizational leader for welcome & prayer
- Assist parents in picking up their items
 - Monitor the number of toys. Generally, each family should have 3-4 nice gifts per child, plus stocking stuffers and clothing items. Serve & monitor refreshments, if applicable
- Photographer takes photos – getting verbal permission from guests
- Monitor activity, monitor facility – keep clean and safe (do not block exits)
- Monitor to ensure routine cleaning and disinfection of:
 - frequently touched surfaces
 - communal spaces
 - shared objects

CLOSING Event - Jubilee Christmas Day

- Distribute cookies, teen gift cards, food cards
- Distribute LUM and church information
- Assist parent in getting their items to and loaded into their cars
- Offer transportation home, if available

AFTER Event - Jubilee Christmas Day

- Box up - Surplus toys, clothes, non-perishable food
 - Facility - Clean up, Break down
 - Clean and disinfect facility
 - Put away tables, chairs, equipment
 - Bring trash to dumpster
 - Deliver “absent parent” items to LUM Office
 - Gifts for Families Unable to Attend – if you picked toys for families unable to attend your event, please deliver gifts, food cards and gift cards to LUM immediately following your event.
 - Clearly label the package of gifts and tape the food and gift cards to the outside of the package.
 - DO NOT give them more just because you have surplus.
 - Deliver surplus toys and food to Oakland Academy
 - Surplus toys – Extra toys, clothes, books, games, etc. from your event should be delivered to the Jubilee location (Oakland Academy) immediately following your event.
 - Thank you notes - Send thank you’s to pastor, volunteers and partner churches
 - Promotion
 - Photos – Collect photos and send them to LUM
 - Post photos on church/organization website and social media
 - Use photos in your bulletin, etc.
 - Use #Jubilee
 - Report your event through the bulletin and announcements at services thanking your members for donating and volunteering
 - LUM Jubilee Christmas Online Evaluation - Complete and submit
 - Excess funds – deposit in the LUM Good Samaritan Fund or similar fund at your church (OR place in a dedicated Jubilee Christmas fund for use the following year)
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Jubilee Christmas 2 and 3

- Deliver surplus items to the LUM Jubilee Christmas, Part 2 and 3 Site – Oakland Academy Cafeteria, 1100 Elizabeth St., Lafayette from 11 a.m. to 5 p.m.
- Surplus Items from Host Sites that are accepted:
 - GIFTS & MORE - New toys, clothes, wrapping paper, batteries, gift cards
 - COOKIES - Christmas cookies for families, other treats for volunteers and families
 - PANTRY ITEMS - Food, hygiene items, cleaning supplies.

VOLUNTEERS - Recruit, Training & Guidelines

- RECRUIT

- Coordinator - Recruit and train
- Committee - Recruit and train
 - Emcee – makes announcements
 - Kitchen Director - plates cookies, monitors and serves refreshments
 - Bakers - Christmas cookies
 - Cookie distribution
 - Check-in/Check-out director
 - Check-in, check-out, greeters
 - Toy distribution
 - Maintenance
 - Gift card distribution
 - Photographer

- TRAINING

- Health and Safety Protocols
 - Emergency and Safety Guidelines - Create a plan for shelter in place and evacuation
 - Health Protocols - Create a plan for educating volunteers and families to ensure they know that they should not come to the event if they are sick or have recently been exposed to someone who is sick. Make sure they know that if they get sick at the event, they should notify event administrators right away.
- Volunteers are expected to
 - Assist families and treat family guests with respect and love
 - Respect confidentiality – if families share personal information, do not share that information, keep that information stored safely, and properly destroy the information when it is no longer needed.
 - Be ready to offer reasonable accommodations to individuals with disabilities
 - Communicate with patience
 - Create a pleasant, loving, comfortable, festive, safe, welcoming, family environment
 - Be encouraged to wear festive clothing
- Volunteers should NOT
 - Judge the families – that is not our role
 - Accept or ask families for donations
 - Offer money or gifts to guests
 - Counsel or give personal advice

- Contact families after Jubilee Christmas
 - Be allowed to take anything from the Jubilee Christmas event for their own family
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ADDENDUMS

- [Covenant & Details Form](#)
- [Host Site Evaluation](#)
 - Please complete online by December 22, 2025
- [Inspiration & Reflections](#)
 - The Biblical Basis for Jubilee Christmas
- [Frequently Asked Questions](#)