Jubilee Christmas 2026

Coordinators' Meeting

Tuesday, October 6, 2026 – 6:00 p.m.

Melissa Martin, Assistance Programs Director
765.423.2691 | jubilee@LUMserve.org
https://www.lumserve.org/programs/children-families/jubilee-christmas/
LUM Office, 420 N 4th Street, Lafayette

AGENDA

1. Welcome & Introductions

2. Covenants

- **Chapel of the Good Shepherd**
- **First United Methodist**
- **Heartland Community Church**
- **Lafayette Friends Meeting**
- **St. Lawrence Catholic Church**

3. Important Resources

- **Host Site Portal**
- **Coordinator Handbook**
- **Questions? Contact Melissa at jubilee@lumserve.org or 765.423.2691 (email preferred)**

4. Coordinator Basics

- **Please review the Handbook, especially:**
  - **The Process – what happens before, during and after Jubilee**
  - **Host Site Expectations**
  - **Planning Checklist**
  - **Best Practices**

5. Current Status

- **Families: 486 spots available with 3 churches yet to respond**
- **Any changes or concerns?**

6. Recommendations & Reminders

- **Health and Safety**
  - **Review your site setup and plan for children, volunteers and families.**
  - **Contact LUM with questions or concerns before Jubilee.**
- **Facilities and Supplies**
  - **Think through tables, chairs, decorations, wrapping supplies, food, bags, etc.**
  - **Plan ahead for storage and leftover supplies.**
- **Shopping and Donations**
  - **SignUpGenius**
  - **Amazon Wishlist**
  - **Ollie's Bargain Outlet**

7. Volunteers Needed (Volunteer Sign-Ups)

- **Donation Center**
  - **Monday–Friday, Nov. 30-Dec. 4 | 1:00–4:00 p.m.**
    - **LUM Office**
  - **Monday–Tuesday, Dec. 7–8 | 1:00–5:00 p.m.**
    - **Oakland High School**
- **Jubilee Christmas Support**
  - **Part 2: 2:00–5:30 p.m.**
  - **Part 3: 5:30–8:00 p.m.**
- **Many other sign up times available as well**

8. Saturday, December 12 – Jubilee Christmas

- **LUM Office – 420 N. 4th Street**
  - **Command Center: 9:00 a.m.–5:00 p.m.**
  - **Drop off gifts for "absent parents"**

- **Oakland High School**
  - **Drop off surplus toys, clothing, food, household items, etc.**
  - **Jubilee Part 2: 2:00–5:30 p.m.**
  - **Jubilee Part 3: 5:30–8:00 p.m.**
  - **Please keep these times in mind when scheduling your event and planning when leftover supplies can be delivered.**

9. Site Evaluation

- **Please review the Site Evaluation before Jubilee.**
- **Complete the online evaluation after your event.**

10. Questions and Comments

Next Meeting - Tuesday, November 3 – 6:00 p.m. via Zoom

2026 Jubilee Christmas Timeline

Date	What's Happening
Wednesday, Sept. 2	**Email invitations sent for priority registration**
Tuesday, Oct. 6	**Coordinator Meeting – 6:00 p.m.**
Tuesday, Oct. 6	**Host Site Covenants due**
Wednesday, Oct. 7	**Open registration opens online**
By Tuesday, Nov. 3	**Families notified of site assignments**
Tuesday, Nov. 3	**Coordinator Meeting – 6:00 p.m.**
Tuesday, Dec. 8	**Toy Shopping, 1 p.m. - 4 p.m. (Oakland HS) - optional**

Thursday, Dec. 10	**Packet pick up, 1 p.m. - 4 p.m. (Oakland HS)**
Saturday, Dec. 12	**Jubilee Christmas**
Monday, Dec. 21	**Site Evaluation due**
