

Fellowship Committee

TABLE OF CONTENTS

Purpose and Responsibilities.....	F-2
Monthly Agenda Items.....	F-3
Subcommittee Coordinators	F-7

FELLOWSHIP COMMITTEE PURPOSE & RESPONSIBILITIES

Approved by Session: 2/21/10

Purpose

To provide activities, celebrations and opportunities for the church family to interact in meaningful fellowship, in order to strengthen our corporate bonds and to deepen personal relationships among us.

Responsibilities

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Promote and implement a variety of fellowship opportunities for the congregation, including but not limited to Wednesdays Together, Christmas and Palm Sunday Breakfasts and other congregational meals, the annual Pig Pickin', Hanging of the Greens Soup Supper, and other events.
3. Organize outings or trips for the congregation.
4. Coordinate Dinners of Eight.
5. Assist other committees and groups with refreshments or meals at congregational receptions and activities where food is served.
6. Support the activities of other fellowship groups within the life of the church as needed.
7. Supervise the cleaning of the kitchen. Monitor repair and maintenance needs in the kitchen and advise Property Committee.
8. Supervise the acquisition and storage of supplies for the kitchen and pantry, including food, paper products and other non-food items.
9. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.
10. Evaluate regularly all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

MONTHLY AGENDA ITEMS

Fellowship Committee meetings do not follow a uniform agenda. There is generally a planning meeting late in the year to discuss the coming year, and draw up a calendar of events.

Meetings during the year are usually held when necessary to plan for and assign responsibilities for an upcoming event or events. Impromptu “kitchen meetings” are sometimes held prior to Wednesday dinners.

JANUARY

Appoint a vice-chair

Acquaint committee with its Purpose and Responsibilities

Review budget for the year

Review the committee's Annual Report of the previous year

Review ideas for committee from Session Retreat

Establish Annual Goals and review any the Session has presented

Review Annual Church Calendar

Plan and coordinate two Wednesday night dinners

Finalize calendar of events for the year

Evaluate Wednesday dinners

Schedule dinner teams for January-May dinners

FEBRUARY

Plan and coordinate two Wednesday night dinners

Set date and begin planning for adult beach trip (in May)

Review ideas for committee from Session Retreat

Evaluate Wednesday dinners

MARCH

Plan and coordinate two Wednesday night dinners

Advertise for Palm Sunday Breakfast

Continue planning for adult beach trip

APRIL

Plan and coordinate two Wednesday night dinners

Palm Sunday Breakfast

Evaluate Wednesday dinners

MAY

Adult Beach Trip
Advertise for Grasshoppers ball game
Secure site for pig-pickin' (in September)
Evaluate Wednesday dinners

JUNE

Grasshoppers ball game
Evaluate adult beach trip

AUGUST

No planned events
Evaluate program and begin budget work
Plan for adult/family bike ride in October
Schedule dinner teams for Jan-May dinners
Advertise and prepare for Pig Pickin'

SEPTEMBER

Plan and coordinate one Wednesday night dinner
Adult Pig Pickin
Continue planning for adult/family bike ride

OCTOBER

Coordinate two Wednesday night dinners
Adult/family bike ride
Finalize budget proposal for coming year

NOVEMBER

Coordinate two Wednesday night dinners
Advertise for Dinners of 8
Begin Annual Report (see previous year's report)

DECEMBER

Hanging of the Greens soup supper
Christmas breakfast
Coordinate one Wednesday night dinner
Finalize dinners of 8 teams
Finalize and submit Annual Report

Checklist for Wednesday Night Dinners

Revised 2/21/10

By Noon Monday

Get # of reservations from Church Administrator.

Provide building cleaning service with set up chart.

Before Dinner

1. Bring lots of \$1 bills for change.
2. Get list of attendees from church office. (Will be in Fellowship box w/ reservation cards.)
3. Put up flip chart in foyer with sign regarding name tags.
4. Set up podium or card table by entrance to fellowship hall for collecting money.
5. Collect money and check off names as people pay.
6. Clean tables if necessary.
7. Put napkins, plastic knives, forks and spoons, and salt & pepper shakers on tables.
8. Put 2 large garbage cans in fellowship hall, one near each door to the kitchen.
9. Set up microphone on far wall in middle of fellowship hall.
Put out high chairs.
10. Make iced tea and lemonade.
11. Make decaf and regular coffee in coffee maker by ice machine.
12. Cook chicken nuggets and fries in oven.

Put On Sales Table

Both large and small "to go" boxes.

Plastic grocery bags (from pantry) for to go orders.

Put On Beverage Table(s)

(Put 1 table on each side of hall – 1 for coffee, and 1 for tea, water and lemonade).

1. Two coffee warmers. Plug in and turn on.
2. Pitcher of ice water.
3. Pitchers of iced tea and pitchers of lemonade.
4. Sugar, artificial sweeteners, creamer.
5. Plastic spoons for stirring.
6. Empty coffee can with "trash" written on it.
7. Large bowl filled with ice.
8. 2 types of cups – 8oz. styrofoam; 9oz styrofoam; clear.

Put On Serving Bar

(Middle counter) in kitchen

1. Stack divided plates on cart stand at end of serving bar.
2. Stack medium size non-divided plates for children on cart.
3. Whipped margarine by rolls at far end of serving bar.
4. Towels and pot holders to go under hot pans of food.
5. Large serving utensils for food.
6. When ready to serve, place hot pans of food on serving bar.

Put On Metal Counter Across From Stove

1. Fries and chicken nuggets.
2. Individual fruit cups for children.

Put On Serving Tables in Middle of Fellowship Hall

1. Food items which will not be served from serving bar in kitchen.
2. Salad, if on menu, and serving utensil.
3. Salad bowls and salad dressing, if salad on menu.
4. Set out some salad bowls and fill with salad if space permits.
5. Desert and serving utensils.

Servers should stand behind metal counter in kitchen to serve children's meals, and to assist anyone needing help.

As food is served, place additional pans of food on serving bar, as needed.

During Dinner

1. Say blessing.
2. Eat.
3. Refill coffee, tea, lemonade, water, ice, etc., as needed.
4. Make announcements.

After Dinner

1. Box leftovers.
2. Clear and wipe off tables.
3. Clean kitchen.
4. Wash serving utensils , pans, pitchers, and other washable items.
5. Put away salt & pepper shakers, serving utensils, pitchers, etc.
6. Tie garbage bags and put in area by pantry.

7. Give money to one committee member along with check off sheet for attendees. The next morning, this person should deposit money in safe in church office with count and notation that it is from Wed. dinner.
8. Notify committee chair, or note on clip board in pantry, of any supplies that are getting low.
9. Be sure all water out of dishwasher (wiggle drain plug to remove).
10. Be sure all exterior church doors, including door from fellowship hall to court yard, and door from pantry area to court yard, are locked.
11. Be sure warmers, oven, range fan, and coffee maker are all turned off.
12. Adjust air conditioning/heat in Fellowship Hall.
13. Put away microphone and high chairs.
14. Turn off lights.