

Hospitality Ministry Group

Membership: Chair, Chair-Elect, and at least three 3 voting members.

Purpose: To promote the ministry and fellowship among members and guest of the church through the welcoming of guests and provision of various church receptions and fellowships.

Duties:

- Plan and carry out the various luncheons, dinners and receptions needed by the church.
- Responsible for the annual social after the Hanging of the Greens.
- Oversee the Wednesday night dinner by making sure there is adequate help to set up and clean up. Also work with the church secretary and the caterer to make sure the food quality is acceptable.
- Oversee the Sunday morning coffee by making sure there is a team to set up, bring bread, and clean up.
- Maintain a written inventory of serving dishes and other items used for receptions, dinners and luncheons. Provide copies of the inventory for the trustees and the church office.
- Make sure there are adequate paper supplies, spices, sugar, tea, soap powder, and foil for the kitchen.
- Develop and recommend budget for hospitality functions.

Meetings: Monthly or Bi-Monthly meetings are required.

Reporting: Written reports will be turned in to Team Leaders bi-monthly. Recommendations for action will be submitted to the Team Leader one week prior to the Ministry Council meeting.