**Job Description**

**Job Title:** Fellowship Committee

**Reports to:** Fellowship Elder

**Consists of:** Committee Chairman, Fellowship Elder, and typically two to four other Members.

**General Summary:** The purpose of the committee is to plan and present activities and events that promote strong relationships and encourage a sense of fellowship and community within the congregation, their families, and the community at large.

**Primary Responsibilities:**

 **1. Planning for the year – Keep a record book throughout the year of planned events.**

 **2.** **Planning for congregational dinners and other church-related social events**

 **a.** Plan that the following responsibilities are taken care of for each event: setting up of

 Tables, paper products, eating utensils, tablecloths provided; washing dishes; clean up

 after each event. The committee should feel free to ask individuals, Sunday School classes or sub-committees of the church to assist in these responsibilities.

  **b.** Provide someone at the time of a congregational dinner to be in the kitchen to see that the food that is brought in early is cooked and ready at serving time.

 **c.** The committee should decide what type of refreshments to serve at an event other than congregational dinners (food donated or prepared by committee members).

 **d.** Determine if tables should have decorations on them.

 **e.** Plan for committee member to be in charge of event and remind them of the responsibility of securing the church.

 **3.** **Kitchen and cleaning supplies:**

 Supplies should be checked on a regular basis to determine what needs to be replenished. Typical Supplies needed:

* Instant and hot coffee
* Sugar, creamer, instant tea, kool-aid packets
* Hot chocolate, apple cider, graham crackers
* Paper plates, cups (hot/cold), napkins, tablecloths, utensils, stir sticks, toothpicks.
* Liquid soap for hand washing and dishwashing, floor cleaner
* Dusting spray, glass spray, garbage bags (both 13-gallon and 55 gallon)
* Rags, toilet paper, napkins, paper towels, Reynolds wrap, plastic wrap, large food containers for Mobile meals.

 Notes:(1)Receipts for supplies purchased to be submitted to the Church Book keeper for reimbursement.

 (2) Glass plates, glass cups and punch bowl are available for use.

 **4.** **Planning for funeral meals**

 a. Contact family of deceased (or pastor relating to family) if they would like the meal served in the home or at church. Also check with the pastor.

 b. Select type of meal to be served (family may have suggested menu).

 c. Determine number of people to be served.

 d. Ask committee members to help contact people to donate food.

 e. Contact committee members to help serve on the day of the meal.

 f. Keep record of who brought in food.

 **5. Channel for approval of dates/events**

 All requests for fellowship activities that the committee would like to schedule, either in the church or outside locations, must be submitted as a recommendation to be approved by the session.