Fellowship Committee

Guidelines

Constitutional Provision: This committee shall be responsible for promoting a Christian and friendly spirit among the members and friends of the congregation.

Procedures

1. At their first meeting, they shall select the following from within or outside the committee to take care of the following duties. For more details, see Job Descriptions.
   a. Chairperson
   b. Council representative (this could be Chairperson)
   c. Secretary
   d. "Meals Together" Coordinator
   e. Coffee and Supplies Inventory Coordinator
   f. Funeral Coordinator(s)
2. At their first meeting after elections (when outgoing, continuing, and new members are present), they shall discuss objectives and future plans for their committee. Before the end of September each year, they shall establish specific objectives for the coming church program year. Those objectives shall be reported to the October meeting of the Council. Whenever possible the objectives shall be supportive of the current statement of goals and objectives of the church.
3. The Fellowship Committee shall consist of 5 or more members.

Responsibilities

1. They shall provide for serving refreshments for potlucks and other special events when requested.
2. They shall ensure coffee hosts and greeters are included in the Time and Talent form and in case of a vacancy they will fill the position.
3. They shall maintain up-to-date duty sheets for the coffee host and greeter positions.
4. They shall regularly report to the congregation, by publication in the *Direction* and/or church bulletin, their important concerns and activities.
5. They shall oversee the funeral coordinator(s) and the Funeral Committee.
6. They shall be responsible for cleaning the kitchen as needed, and thoroughly once a year.
7. They shall maintain refreshment supplies (e.g., coffee, tea, lemonade, sugar, creamers, napkins, etc.), serving supplies (e.g., pitchers, carafes, tableware, etc.), and dining supplies (e.g., tables, chairs, and tablecloths) needed for Fellowship time, potlucks, events and funerals.

Expectations of Committee Members

1. Attend several Fellowship Committee meetings a year.
2. Help with refreshments or potlucks at church functions.

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Fellowship Committee – Job Descriptions

A. Chairperson

See general job description of Chairperson

B. Council Representative (can be a shared role)

See general description for Council Representative

C. Secretary

See general description for Council Representative

D. "Meals Together" Coordinator

Shall be appointed by Fellowship Committee to use the existing lists of "Meals Together" and form new groups once a year in January

E. Coffee and Supplies Inventory Coordinator

- Is responsible for maintaining the inventory of the supplies needed for refreshments for Fellowship time, potlucks, events, and funerals and coordinating the purchase of what is needed.
- Is to instruct all supply purchasers to present the bills to the Treasurer for reimbursement.

F. Funeral Coordinator(s)

- With guidance from the minister, the coordinator(s) will consult with family members about the types and colors of flowers, the type of food required for the service luncheon, and the colors of tablecloths and napkins. The coordinator(s) will explain to families what expenses they are expected to reimburse to the church.
- The coordinator(s) will purchase flowers, food and beverages for the luncheon.
- The coordinator(s) will establish a list of volunteers they can call upon to provide bars and salads for luncheons as well as volunteers who will help with set-up, serving, and clean-up.

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