

## **HOSPITALITY COMMITTEE (non-Standing Committee)**

### **RIVERCHASE BAPTIST CHURCH**

#### **PURPOSE:**

Manage the coordination of and planning for refreshments, meals and decorating services for church-wide fellowships and events including the following:

- Coordinate and provide refreshments for church-wide events or special/social events requested by the church staff or Church Council.
- Coordinate the noon meal for one service during Holy Week. If the church hosts all services for Holy Week, the committee will be responsible for aiding members of area churches preparing the noon meal in the church kitchen.
- Decorate the church for Advent with the assistance of the Worship Committee.

#### **RESPONSIBILITIES:**

##### Refreshments

- Determine supplies and food needed for church wide social gatherings.
- Purchase items and food needed for church wide social gatherings or request church members to provide needed items.
- Coordinate arrangement of chairs, tables, decorations and other supplies for social gatherings.
- Coordinate cleanup after each social gathering.
- Gatherings involving refreshments initiated by another committee (not church-wide) are typically handled by that committee. The Hospitality chair or representative will serve as a liaison to assist in planning the event, if requested.
- Coordinate with Operations Manager to ensure adequate kitchen supplies are on hand for future events.

##### Decorations

- Work with the ministerial staff and Worship Committee to plan decorations for Advent, Holy Week and other special holiday events.
- Coordinate workdays to decorate; solicit volunteers from church membership, when needed.
- Compile a record of items required for each holiday. Include information and notes of reminder that can be useful for the next year's holiday decoration needs.
- Each year, request money in the budget for the purchase of additional decorations, equipment, food required for holiday and social events.
- Assume responsibility of storage on church property and maintenance of materials used for church decorating.

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**ORGANIZATION:**

Members are solicited on an annual basis and are expected to serve at least one year starting in January after commitment is confirmed, or sooner if needed. The number of members is not fixed, but normally consists of 10-12 members. The committee members will elect a Chair at the initial meeting in January each year. The Chair will serve as the committee's representative to the Church Council and will attend council meetings upon request.

**MEETINGS:**

The Chair will convene the committee annually to review duties and make necessary revisions to the "Roles and Responsibilities" document. The committee will hold meetings as needed to plan and coordinate decorating and/or hosting church wide events.

**REVISED:** June 2019

**CONTACT:** Hospitality Committee Chair