

## **HOMECOMING COMMITTEE**

(Composed of Chairs of Hospitality, Music, and Nursery Committees plus Deacon Chairman)

Functions as a part of the *Christian Ministry* task group.

Purpose: To create and maintain a hospitable atmosphere to guests and members of the church.

### Responsibilities:

- Assist Pastor and staff in planning and carrying out activities of the day.
- Work with staff and other committees in publicizing Homecoming.
- Set up of facilities, including tables.
- Be responsible for clean-up and trash removal.
- Maintain register of guests attending.
- Arrange for serving of food and beverages.
- Arrange for overnight accommodations of guest speaker when needed.
- Payment of honorarium to guest speaker.
- Monitor expenses so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee. Items Costing more than \$300 shall be presented to church in conference for approval.
- Complete budget request forms as requested by Budget/Finance Committee.
- Recommend changes in regard to duties of this committee to Nominations Committee.
- Chair or designated representative shall attend church council meetings and church conference.

Approved in church conference 4-24-02