

## HOSPITALITY COMMITTEE

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

Purpose: To recommend and carry out policies of the church in regard to the Fellowship Hall. To create and maintain a hospitable atmosphere to members and guests.

### Responsibilities:

- Recommend rules for the use of the Fellowship Hall and insure that approved rules are properly posted and adhered to. If necessary, report violations to church office.
- Set up for fellowship suppers and other regularly scheduled church sponsored events - food or refreshments, including tables, plates, accessories, ice and beverages (provide or ask for volunteers.)
- Other requested events must be given to the Hospitality Committee with adequate time to plan event.
- See that Fellowship Hall, including kitchen appliances, cooling/serving utensils, storage room and curtains are kept clean and orderly, and in proper working condition.
- Periodically check inventory of paper goods, trash bags, cleaning items and other supplies, such as coffee, tea, salt, pepper, cooking oil, sugar, creamer. Chair or person appointed by chair shall order additional supplies as needed and report all expenditures(including invoices) to the church office.
- Make recommendations to Building Committee in regard to needed repairs, replacement, or purchase of items for Fellowship Hall building and furnishings.
- Chair of committee shall serve on Homecoming Committee.
- Monitor expenses so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee. Non-consumable items costing more than \$300 shall be presented to church 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