Hospitality Ministry Team

Membership:

Members: The team shall consist of a Leader and Co-Leader and ten (10) members nominated by the Nominating Ministry team (NMT) and **approved by** the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the NMT and approved by the Council of Elders.

Office Term: Each team member will be elected to serve for (2) years.

Meetings: The Team will meet quarterly or more often, as needed.

Responsibilities:

1. Plan activities in cooperation with the Council of Elders, Deacons and Ministerial Staff.
2. Assume responsibility for or assist with unscheduled events, including but not limited to church fellowships and receptions. In addition, help with Concert events, decorating for seasonal and special occasions in sanctuary and gym and organize the Ushers and Greeters within the church.
3. Plan and organize any Bereavement functions held at the church.
4. Record detailed expenses of each event in a book of records. Keep a running tally of the amount spent by the team.
5. Report regularly to the Executive Pastor.
6. Oversee all activities concerning the use of the kitchen and adhere to the posted policies of the kitchen.
7. Make an inventory list of all paper goods, food and drink supplies used for each event for replacement by the Kitchen Team.
8. Refer equipment problems to the Properties Team and team problems tothe Executive Pastor.
9. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next budget year.

Bereavement:

1. Work with the family to organize time, place and food for the reception, to be held preferably at a family residence, when possible. The food will then be transported to that residence. If church is to be used, the reception will be held in the coffee shop or gym.

2. Church will provide for up to 35 people including ham and fried chicken, rolls($75-$100) along with Tea and Coffee and water, plates, napkins, silverware and cups.
3. If the reception is held at a family residence, only food will be provided.
4. If the deceased is a member of a Sunday School Class, the class will be asked to provide the additional food for the reception and help with receiving food, serving, making list of those contributing and clean up afterward.
5. Should the deceased not be a member of a Sunday School Class, the organizer will then call on other classes, or church members for help.
6. A list of Sunday School Classes, teacher(s) and phone numbers to be given to the Hospitality Team.
7. Those contributing will be encouraged to bring food in throw away containers. Church will not be responsible for any other containers left that are to be returned.
8. A list of all those that contributed will be given to the family and all the food will be packaged in throw away containers and labeled and sent home with the deceased family.
9. Time for the reception, limited to 2 hrs. after reception begins to provide time for clean-up.

Responsibilities for Ushers and Greeters Chairman

1. Assign Ushers and Greeters to definite positions for both services
2. Prior to service, secure materials needed for handouts, such as bulletins,visitor's packets, ballots, etc.
3. Make sure Ushers and Greeters are available for revivals and special services.
4. Reserve special sections, for seating, when requested.
5. Assure that the Greeter/Usher is properly dressed for the occasion.

Responsibilities of the Ushers and Greeters

To be of service to congregational members and guest before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

1. Distribute bulletins and greet people before and after the services.
2. Seat those entering at specified times.
3. Distribute and collect ballots when voting is done in the service.
4. Ushers shall receive the offerings.
5. Be alert in special needs of persons during the service, especially the handicapped, aged or infirm.
6. Help maintain order during the service.
7. Provide two ushers, when necessary, to be on duty, in the foyer, during the service.
8. Report finances and other physical items to the Executive Pastor on a quarterly basis. The Executive Pastor will present these items to the Council of Elders