

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. For details, see "Other positions: in Job Descriptions."
 - A. Chairperson and Representative to Council
 - B. Secretary
 - C. Coffee Host Coordinator
 - D. Greeters Coordinator
 - E. "Meals Together" Coordinator
 - F. Coffee and Supplies Buyer
 - G. Coordinator of Kitchen Committee
 - H. Attendance Register Tabulator
 - I. Fun & Fellowship Coordinator
 - J. Funeral Coordinator
2. At their first meeting after elections (when outgoing, continuing, and new members are present), they shall discuss possible 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 pot-lucks and other special events when requested.
2. They shall secure and organize for church secretary the necessary information in the annual preparation of the Church Directory.
3. They shall be responsible for the tabulation of Sunday worship attendance.
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 co-coordinator(s) and the Funeral Committee.

Revised on 4-19-07 pending council approval

Fellowship Committee - Job Descriptions

Fellowship Committee Member

Position: This job description is for a member of the Fellowship Committee of the United Church of Christ in New Brighton.

Purpose: These members are responsible for promoting a Christian and friendly spirit among the members and friends of the congregation.

Type of work: Fellowship members do a variety of work such as phoning members of the congregation, and helping with refreshments at church functions. Specific duties are listed below under Specific Expectations.

Term of position: Members serve one (1) year terms, May through May. Members volunteer for these duties, but may resign by notifying the Chairperson.

Expectations

- a. Each member is expected to attend several Fellowship meetings a year.
- b. Each member is expected to help secure information for the preparation of the Directory.
- c. Each member is expected to help with refreshments or pot-luck dinners at church functions.

Other Positions

A. Chairperson and Representative to Council

- Shall conduct the meetings for the Fellowship Committee.
- Shall delegate the positions of the committee.
- Is expected to attend monthly Council meetings or find another member to take her place.
- Shall report to the congregation any important concerns and activities through the *Direction* or church bulletin.
- Shall distribute pages of the Directory to members to verify the information within.
- Shall help committee members establish specific objectives for the October Council meeting.

B. Secretary

- Is responsible for the minutes of the Fellowship meetings.
- Is expected to retain the copy for any future reference.

C. Coffee Host Coordinator

Is expected to give the church secretary a three month list of coffee coordinators. (This should be submitted three weeks prior to the first assignment.)

Revised on 4-19-07 pending council approval

D. Greeters Coordinator

Assign greeters for a three month period and notify church secretary.

E. 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 Jan.

F. Coffee & Supplies Buyer

- Is expected to check on refreshments for Fellowship time and buy what is needed. Also checks on paper cups and napkins and notifies the church secretary.
- Is expected to present the bill to the Treasurer for reimbursement.

G. Coordinator of Kitchen Committee

Is responsible for cleaning the kitchen once a month — top of the stove, sinks, counter and refrigerator, or appoint another person to do so.

H. Attendance Register Tabulator

Shall use the attendance register booklets in church each Sunday and record the people's names in a single book kept in the office.

I. Fun & Fellowship Coordinator

Shall organize 10 monthly events such as outdoor and indoor activities for everybody.

Revised on 4-19-07 pending council approval