

Fellowship Dinner Coordinator(s)

Ministry Position Description

Bethel United Methodist Church

(December 2012)

Coordinator(s) is responsible for coordinating two congregational dinners per year – Christmas (usually second Sunday evening at 6 pm), and on Youth Sunday (following worship) in May before Seniors graduate from high school.

Coordinator(s) is also responsible for Monthly Wednesday Night Suppers

Coordinator(s) is responsible for recruiting volunteers to help with decorating, setting up/cleaning up, and for coordinating food and drinks and entertainment (must appeal to all ages).

The church will not reimburse any monies for these meals (except for Turkeys for Christmas Dinner). You can charge a small fee to help cover costs, if needed, but not if meal is covered dish. Coordinator will also secure entertainment for these events if needed.

The Outgoing Coordinator(s) will “Shepherd” incoming Coordinator(s) for at least the last quarter of their term as Coordinator. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as Coordinator on following years and have them train under current Coordinator(s) for up to a year before becoming Coordinator.

Coordinator(s) is invited to attend the **Education and Family Ministries** team meetings, which meet **2nd Tuesday, 6:00 PM, every other month beginning February**, with called meetings as necessary to carry out responsibilities as outlined above.

Meals:

Coordinate and provide a schedule of items/volunteers needed for meal. May be distributed to Sunday School Classes and published in bulletins and bi-weekly mailings to cover all items/volunteers needed for dinner.

Supplies:

* Paper products located in Pool Activities Building - dinner plates, small plates, bowls, cups 8 & 12oz, napkins, table paper, etc. If additional items are needed, they can be ordered by contacting the head of the Kitchen Committee, or the church secretary.

* Kitchen items needed may include coffee (reg. & decaf), sugar for tea, artificial sweeteners, dry cream, tea bags, dishwasher/sink & hand soaps, large & small Ziploc bags, etc. Coordinator may purchase these items and then provide a receipt to church secretary for reimbursement.