



SOCIAL GATHERING PROCEDURE (FEL-PRO01)

1.0 RESPONSIBILITY

1.1 Fellowship Committee

2.0 APPROVAL AUTHORITY

2.1 Session

3.0 PROCEDURE

3.1 The Committee coordinates meals for Congregational functions to include:

- 3.1.1 Second Sunday Lunches
- 3.1.2 Planning Day
- 3.1.3 Congregation dinners and picnics
- 3.1.4 Church outings

3.2 Special events for the Church include:

- 3.2.1 Presbytery Meetings.
- 3.2.2 Non-denominational breakfasts.
- 3.2.3 Nonprofits such as Loaves and Fishes, Empty Bowls and the Humane Shelter.

Standard Gatherings are Second Sunday lunches September-April, End of Summer Gathering (August Picnic), Service Appreciation Breakfast (May).

Requests for special meals/events must be made to the committee at least 45 days in advance of the scheduled date, more time is better. Requests need to be routed through the church office to ensure facilities are available.

Meal planning is loosely based on seasonal holidays and events, as well as previous menu items that have worked well.

REVISION HISTORY

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
03/21		Initial Release

End of Procedure