

**Community Mennonite Church
Job Description**

Committee/Position _____ **Hospitality** _____

Commission _____ **Community Life** _____

Mission/Purpose:

Coordination of functions around food for nourishment and socialization

Responsibilities:

General meetings: quarterly

Special meetings: as needed (retreat, special meals, funerals, etc.)

Responsibilities:

Set-up schedule for weekly coffee/assign committee members by month, monthly potlucks, “Guess

Who’s Coming To Dinner?”, picnics, etc.

Oversee kitchen - buy supplies, organization, cleanliness, order paper goods

Special events: funerals, community receptions, Lenten luncheon, etc.

Members each take 2 months’ responsibility to set-up, serve and clean up coffee weekly, also oversees potluck that month (help with setup or clean up as needed), purchase supplies as needed weekly (coffee, cream, sugar, tea, paper goods)

Regular Activities/Responsibilities:

April	“Guess Who’s Coming to Dinner?”
July	Picnic at Purcell Park
August	Picnic at Morrison Park
September	Planning meeting
October	Coffee weekly set-up, oversee potluck
November	write annual report
December	CLC meeting and write annual report

Updated _____ by _____