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Hospitality Team Guidelines

**Mission Statement: To serve the community of faith by providing a welcoming setting.**

**Snack:**

Create and maintain snack schedule, communicate with volunteers, stay or check back to ensure that cleanup happened after each Sunday service.

If someone misses snack, hospitality supplies coffee and drinks only.

No food pantry supplies should be used for Sunday morning hospitality.

**Potluck:**

Set up serving table with supplies prior to potluck. Oversee potluck clean up (either doing yourself or find someone to do it) so that the burden does not fall on the snack volunteer.

**Funeral Services & Luncheons:**

Set up for funeral and memorial services and/or the luncheons and see to the cleanup thereafter. Provide food for all funeral or memorial service luncheons held at New Hope, or coordinate or delegate these responsibilities to others.

**Cleaning:**

Ensure the serving kitchen area and counters are clean and cleared of clutter.

**Supplies:**

Oversee hospitality supply needs, and communicate with whoever purchases them (creamers, sugars, plates, cups, napkins, silverware, kitchen cleaning supplies, salt, pepper, tea, coffee, hot chocolate.) Ensure that towels and table clothes are cleaned weekly.

*Note: If a person or a group would like to give out gifts on behalf of NH at any type of worship gathering, the request must go through and be approved beforehand by the Worship Committee, who will determine if the gift giving enhances or detracts from our worship and life together in Christ, and if approved, how much of it will be funded by the church. If the gift is to be given out at a Sunday service, it should be done in coordination with the hospitality team.*

Updated March 2017