

Greenville Unitarian Universalist Fellowship

Committee Charter Hospitality Committee

Approved by Program Council April 5, 2020

Approved by Board of Trustees April 8, 2020

Mission:

To provide for and coordinate the planning, support, and resources relating to food and beverage service and food and beverage preparation resources in furtherance of a sustained, inclusive, actively-engaged, quality-based membership experience outside of our Sunday Services.

Qualifications for Chair:

The Chair and a Vice-Chair should be GUUF members and have competencies in event planning, together with an up-to-date knowledge of the many ways for Members to become engaged in the activities of the congregation beyond this committee's offerings. The Committee Leadership must be committed to identifying ways to connect members with members in ways that enrich and elevate their experience outside of Sunday Services.

Qualifications for Members:

Committee members should be prepared for hands-on work, particularly with regard to ensuring and overseeing the availability and delivery of food and beverage needs for events, running and supervising a commercial-grade kitchen, decorating and setting up before certain social events and cleaning up afterwards (or organizing volunteers to perform decorating, set-up and clean-up duties). This is not to say that members must perform these duties directly as they may exercise their authority to require other constituent groups to perform these tasks consistent with certain standards, to be determined by the Committee, as a condition of accessing in-house resources.

Overall Responsibilities:

Overview:

To coordinate and oversee all Food and Beverage Committee functions. This includes event planning, delivering hospitality services, and kitchen management. Tasks may include soliciting volunteers and overseeing setup, cleanup, and food and beverage services. There will be an on-going review of rules relating to kitchen facilities and food safety and health code compliance, coupled with the primary authority to communicate and enforce such rules for users of kitchen facilities on-campus. As the budget allows, the Committee may optionally provide for a range of social activities that foster quality personal connections among members, with an intentional focus on activities and events planned with inclusion in mind.

Functions:

1. Participate in monthly meetings of the Program Council through Chair, Vice-Chair or other committee designee.
2. Recruit, select, train and work with committee members and volunteers.
3. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee.
4. Develop and recommend an annual budget to accomplish the committee's work.
5. Work closely with other committees, leadership and staff as appropriate to coordinate efforts, organize activities and plan events, at the prerogative of the Committee and consistent with budget constraints, with an intentional focus on inclusion
6. Assume primary authority over and responsibility for rules regarding the access and use of the kitchen(s), kitchen supplies and the kitchen supply storage area(s), and food preparation, storage and safety, including the authority to restrict access or condition usage of facilities and resources

under the purview of the Committee based on compliance with terms and procedures established by the Committee from time to time.

7. Establish a team that will conduct training sessions and/or establish a certification process for members who take responsibility for access to the kitchen facilities and/or kitchen resources, consistent with public health, food safety and fire code obligations.
8. Procure kitchen and food service supplies, food service equipment, utensils, flatware, cutlery and serving items, tablecloths, table settings, coffee service supplies, cleaning supplies and such other items as deemed necessary by the Committee to carry out its functions.
9. Make provisions for the storage, handling and service of alcohol with respect to events, consistent with Board policy, and with express concern regarding access by minors and in consideration of the needs and expectations of those who may be addressing substance abuse for themselves or others they care for.
10. Oversee the after-service coffee ministry.
11. Serve as a resource to the Ways & Means Committee and Year-Round Budget Drive Committee with the planning, scheduling, organization and staging of the hospitality elements for the Annual Auction and other fundraisers, such as the No-Talent Talent Show.
12. Coordinate and consult as needed with outside weekday and weekend users of kitchen and hospitality facilities and resources, both external (such as IHN) and internal (such as after-service meal hosts), including the UUWOC, to ensure adherence to the Committee's rules related to those facilities and resources.
13. At any GUUF Minister's request, consult on or assist with on-campus hospitality provided in conjunction with GUUF member sacred/life.