

# Christ Church Episcopal

## Hospitality/Events Committee

Policy: X: I  
Initiated: 10.20.21  
Revised: 10.20.21

**PURPOSE:** The Hospitality/Events Committee plans events for Christ Church parishioners to promote fellowship opportunities and celebrate special occasions. The priest appoints members of this committee. Events must be requested and approved by priest and vestry and funded through an approved source.

### Committee Functions:

- Plan for refreshments between or after services for fellowship time.
- For special occasions, prepare tables and seating in Fox Hall as appropriate for events.
- Order necessary items for purchase through church office.
- Solicit volunteers to help with preparing, serving and cleanup after events.
- Monitor Kitchen in Fox Hall for cleanliness.
- Ensure that Fox Hall and its kitchen are left in order after events.
- Chairperson of events committee is to contact appropriate person about whether and event is to be scheduled after wedding, burial/memorial, baptism, etc.

Hospitality/Events Committee Functions are reviewed and revised annually or as needed.

\*\*\* See Parish Life Committee Functions for further details.