

Hospitality and Growth Council

MISSION OR PURPOSE:

To facilitate the development of a congregation that welcomes guests, strives to be warm and caring, and encourages membership and participation in our church community.

DUTIES:

1. Focuses on the big picture of Hospitality, Fellowship and Membership. Observes what works; researches best practices.
2. Encourages the entire congregation to take active responsibility for creating a welcoming, warm, and caring atmosphere. Promotes the spiritual practice of hospitality: affirming the inherent worth and dignity of every person.
3. Interacts with other committees to ensure that their processes and activities are conducive to welcoming and inclusive behavior.
4. Coordinates with the Interior Design Sub-Committee to ensure that the church entry and Commons are comfortable and inviting.
5. Oversees Hospitality (1st, 2nd, 3rd, 4th & 5th Sunday/month) Teams Task Groups which have a mutual mission of creating an informative and inviting introduction to the church for guests of the congregation, and to make both guests and members feel welcome, appreciated and cared for. Each team task group is responsible for organizing & scheduling the volunteers needed for each service on their Sunday each month (greeters, guest table host, ushers, coffee hosts), inviting and orienting new members as hospitality volunteers to the task group, and maintaining current job descriptions and instructions for each position, and scheduling the services of its members.

Each Hospitality Team provides:

- Greeters who welcome members and guests as they enter the church and direct guests to the Guest table.
 - Guest Table Hosts who greet guests and manage all the logistics that make our guests feel welcome, appreciated and at ease upon their arrival.
 - Coffee Hosts who prepare and serve coffee, other beverages and treats and clean the kitchen and Commons on Sunday morning.
 - Ushers who prepare the Sanctuary for the Sunday services, hand out bulletins and greet people as they enter the Sanctuary. They help visitors get settled, collect and count the offering, and straighten the Sanctuary after the service.
 - One hospitality volunteer emails guests one week after they have signed the guest attendance sheet, calls them two weeks later to welcome them to the church, answer questions, gather feedback, and invite their further involvement.
6. Facilitates the creation & distribution of a pictorial directory for members every three years.
 7. Works with a liaison from the Communications committee regarding publicity for the church that relates to promoting awareness of our church community and encouraging growth through membership.

8. Provides input and communicates with the Coordinator of Congregational Life on the committee that focuses on the path to membership and member retention:

Membership Sub-Committee

- a. Coordinates Pathway to Membership informational sessions at least twice each year to introduce potential members to the benefits and responsibilities of membership.
 - b. Coordinates new member receptions.
 - c. Coordinates periodic recognition celebrations for members who have been members for 30 years or more.
 - d. Gathers and distributes information needed by the Hospitality & Growth Council to make decisions regarding hospitality, fellowship and membership activities.
 - e. Organizes names tags alphabetically, as needed.
9. Oversees a sub-committee that focuses on fellowship among the new and present members of the congregation.

Fellowship Sub-Committee

- a. Plans and organizes regular Sunday potlucks, the Christmas Eve reception between services, and the refreshments for the annual meeting.
- b. Coordinates and supports special activities and receptions in conjunction with other Councils and Committees of the church.
- c. Offers a wide variety of all-church and small group fellowship activities, during both the school year and summer, with the goal of appealing to the range of interests and ages in the church family; identifies groups whose fellowship needs are not being met, remembering the diversity of our congregation, and plans activities accordingly.
- d. Assists the Membership Committee in ensuring that new members are aware of fellowship opportunities and feel welcome to attend.
- e. Encourages, coordinates and sponsors special interest groups.
- f. Sponsors occasional activities that include the wider community in order to increase the church's visibility and potentially attract new guests.
- g. Publishes notices of upcoming fellowship in church publications, as well as posts notices throughout the Commons and on the fellowship bulletin board.

ORGANIZATION:

1. The Chair is appointed by the Council from among the members of the church, and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.
2. In the event of a vacancy, the Chair will be chosen by the Council and approved by the Board.
3. The Council is comprised of representatives of Fellowship, Membership and team leaders/organizers of each of the Sunday hospitality teams, at least one member-at-large, and the Coordinator of Congregational Life.
4. The Council oversees Fellowship, Hospitality teams and Membership Committees. Other committees or task forces can be commissioned if necessary to meet the goals of the Council.

5. Chairs/team leaders of the Fellowship, Hospitality teams and Membership Committees will be appointed by the Council chair for a term of one year, with up to three (3) consecutive terms.
6. The Chair or a designee represents the Council at Program Council meetings.
7. Decisions are reached by consensus.

MEETINGS, REPORTS AND COMMUNICATION

1. A list of Council and Committee members is submitted to the Board and church office each September.
2. The Council meets at least 6 times a year; Committees meet as needed to carry out their responsibilities.
3. Minutes of each Council meeting are distributed to all members of the Council as well as the church office.
4. Regular reports on Council activities are made to the Program Council.
5. An annual budget is submitted to the Finance Committee usually in the month of January or February unless otherwise directed by the Board of Directors.
6. An annual report is submitted in May for the Annual Meeting in June.