

UUFSD Policy and Procedure Document**Policy ID: 415****Title: Fun and Fellowship Committee**

Date Approved: December 11, 2022 by the Board of Directors

Purpose

The Fun and Fellowship Committee hosts events to support the community of UUFSD Members and Friends by promoting stronger personal connections and introducing new members into the life of the congregation.

Policy

Responsibilities of the Fun and Fellowship Committee include:

- Planning themed luncheons following the Sunday Service. The goal of the committee is to have these luncheons monthly.
- Host other events throughout the year. Examples of past events include:
 - Thanksgiving and Christmas Day dinners
 - Holiday Decorating Party
 - Christmas cookie exchange and refreshments
 - Passover Seder
 - Mardi Gras dinner
- The Fun and Fellowship Committee may also support events as requested by the Board of Directors or the Stewardship committee. Past examples include:
 - Luncheons or refreshments for Congregational Meetings
 - Luncheons or refreshments for Stewardship kickoff events

Membership in the Fun and Fellowship Committee is open to all Members and Friends who wish to participate.

Procedures

Event-related work of the Fun and Fellowship Committee includes the following, which may be done by committee members or other volunteers:

- Meeting as needed to prepare for events.
- Coordinating with the Congregational Administrator to ensure all events are included on the Fellowship Calendar and facilities are reserved.
- Providing publicity for each event, through Newsletter articles, Sunday Service announcements, and means developed by committee members.
- Purchasing food and other goods for events, such as recyclable disposable paper goods.

- Recruiting volunteers to assist with events as needed.
- Preparing food, or coordinating volunteer food contributions.
- Decorating facilities.
- Clean up and disposal of waste in appropriate containers.
- Laundering tablecloths and other linens.

Other responsibilities of the committee include:

- Preparing an annual budget request and submitting to the Finance Committee.
- Preparing a monthly report to the Board through the Board Liaison to the Committee.
- If requested, preparing an annual report of activities and accomplishments for the Board to present at Congregational Meetings.