Social Committee

Refreshments are planned refreshments for each monthly meeting except December and June when a luncheon is held.

Procedures for the monthly meeting

1. Arrive at church by 9:15 a.m. to start the preparation.

2. Coffee pot, teapot, (canned coffee and tea bags), napkins, plates, bowls, knives and forks, cups, sugar and stirrers are stored in the closet in a storeroom next to the church secretary's office.

3. Make 30 cups of coffee, directions are the on can.

4. Perishable items are bought from Publix each month (a gallon sweet tea and one of unsweetened tea and a quart of milk.)

5. In September, the social committee provides the refreshments (cake, cookies, fruit, etc.) Members are asked for refreshment donations for the all the meetings after that.

6. After the meeting, the social committee cleans up the kitchen. Everything is put away in the closet. Garbage bags are emptied in the dumpster outside the church to the right of the side door. New garbage bags are placed into trash cans. The new ones are in the drawer.

Procedures for December and June Luncheons

In December and June a luncheon is held. A theme is decided upon. Ideas for the luncheon includes brunch food, soups and salads, pot luck, catered.

If members are providing food, sign-up sheets are given out at the November meeting. The list includes categories hot dishes (6), salad and breads (6) and dessert (5).
For catered event a decision is made on what type of food and what the budget is and are checked with the various caterers in the area.

The social committee, along with the board sets up the tables of eight for the luncheon one day prior to the meeting. The committee provides drinks, ice, table cloths, cutlery, glasses and napkins. The committee will also decide if there will be decorations. The committee will do the clean-up, which includes garbage disposal listed above. The tables will need to be broken down and placed back into the storage room.

Reimbursement of funds

All receipts for both the monthly refreshments and the luncheon expense are kept and submitted to the treasurer for reimbursement using the Treasurer Expense form.