

## **Guidelines for Fellowship Teams Chapel in the Pines**

1. During your team's month, the responsibilities include refreshments following worship, ushering each Sunday and a fellowship activity. The usher duties are posted on the web site on the fellowship page and a copy is in the top drawer of the narthex credenza.
2. Please contact the members of your team about one month ahead of your assigned time. In order to avoid duplications, it would be useful to have your group meet at that time to plan the fellowship event for the following month. The Fellowship Committee will be responsible for developing a list of proposed events for each month with a proposed date. After your team has met to talk about what roles each of you will play please confirm the dates with the chair of the Fellowship Committee (Lynne Hoerter) so events can be placed on the church calendar.
3. All members of your team should help with set up, providing refreshments and clean up following fellowship time after Sunday worship. Part of the reason to use teams is to enable members to get to know each other. To the extent possible, have all team members help every Sunday during your month.
4. It is up to your team to decide how simple or elaborate you want the food offerings to be. We request a gluten free as well as a sugar free option (ie: fruit or cheese). Those preparing for fellowship during the summer months have found few people are interested in coffee and have offered cold drinks instead; for instance lemonade and ice water. Iced tea might also be a good option. One team may make more elaborate food offerings, another may prefer simplicity, and either is fine, our goal is to provide a central place to be welcoming.
5. Weather permitting, we will hold the fellowship time after church outside using two long rectangular tables on either side of the doors.
6. Depending on what you are offering for the food you may find it easier to put everything out during the final hymn of the service or before church with a cover and uncovering it during the final hymn. Please use coverings for the refreshments that can be removed silently. Regardless, everything needs to be set up for people as they leave the service.