

REFRESHMENT/FELLOWSHIP GUIDELINES

These guidelines have been drafted to implement new procedures for those wishing to host any Fellowship Hour such as after Sunday Liturgy, any service, function or meeting, that is held on the Church premises.

The Fellowship Hour sponsor will keep the Fellowship Hour simple, and not overly costly, and use only the allowable food and drink listed below. It is believed that "extravagant" Fellowship Hour offerings tend to discourage others from hosting, and is difficult for many to duplicate and afford. We are also attempting to keep our new facility as clean as possible.

1. **ONLY** the following are allowed: Donuts (NO filled donuts of any kind, sprinkles or nuts), apple or orange juice. If a sheet cake is desired for a special occasion, it should be white cake with white frosting and not chocolate.
2. **NOT ALLOWED:** dark fruit juices, fruit, crackers, cheese, bagels, cream cheese, hors d'oeuvre style sandwiches, lunchmeat, etc.
3. The Church will provide coffee (regular & decaf), sugar, sugar substitute, creamer, dessert plates, napkins, juice cups and Styrofoam coffee cups.
4. The sponsor is responsible for the **thorough** cleaning of each table, bagging all trash, and placing in the Dumpster outside.
5. The sponsor must clean and rinse the coffeepots and urns, and make sure all burners and lights are turned off.
6. The sponsor must also be certain that all access doors to the Church are securely closed and locked (South door of classrooms, all three exit doors of hall including kitchen, courtyard door near hall entry, Vestibule).
7. If a Parishioner wishes to sponsor Fellowship Hour, but is "**physically**" unable, he/she may contact the Church office and sign up to host. The Parish Council will then purchase, set up, and clean up. Items will be bought following the above guidelines. The cost not to exceed \$65. The "sponsor" will then reimburse the Church for that expense, and their name will be placed in the Sunday Bulletin as a sponsor for that date.
8. In the event that no sponsor comes forward, the Parish Council will host Fellowship Hour and a donation basket will be placed on the table for Parishioners to generously offset the related costs. The Parish Council is then responsible for the cleaning as noted above.

The Parish Council is attempting to encourage more Parishioners to host our Fellowship Hour AND to decrease our Maintenance costs of clean up. If each host follows these guidelines, our costs will decrease. Let's ALL do our "fair share". Thank you for your participation and support.

St. Nicholas Parish Council 2003

April 1, 2003

Acknowledgment Signature of Host (**REQUIRED**) _____