

Hospitality Ministry Playbook

Description of the Ministry:

Purpose:

This Ministry is an in-reach ministry, which primarily facilitates the celebration of special events in the life of the parish. The Hospitality Team arranges for donations of reception food and beverages by parishioners.

Activities/Events:

Recurring “special occasions” the team manages would include:

- Opening Sunday in September,
- Blessing of the Animals in October,
- Easter choir brunch,
- Pentecost, and
- Other parish and diocesan events as they arise, such as welcoming events for new clergy at St. James’s or the retirement event for Bishop Lee
- *Note:* the choir typically manages the food and beverage plans for the choral events; however, we will sometimes be asked to help if there is a concern about the choir food volunteers being able to contribute enough food.

Impact Observations:

This ministry helps to build a feeling of community among St. James’s members who enjoy visiting with one another around the hospitality of good food at special times. People who serve in this ministry will be rewarded by encouraging members of St. James’s to spend time together, catching up, getting to know one another better, and seeing the fellowship that develops as a result. Certain special events have particular rewards, as in the case of the choir Easter breakfast, where we felt privileged to thank and support the choir for its wonderful work with all of the Easter services.

Roles in the Ministry:

Chairperson(s):

Current chairs: Jane Dowrick, Dowrick@richmond.edu or 327-1602, and Mary Watt New, the60watt@verizon.net or 353-7372

Chairs should feel comfortable contacting parishioners, by phone and email to ask them to help donate food and other items needed for the various occasions; be willing to personally provide food and other items as needed; be present at the occasions or line up helpers to be present; maintain good communication with church staff to coordinate arrangements for room set up.

Staff involvement:

Staff liaison for this committee is Nancy Warman who keeps committee informed about upcoming occasions and any special related details. Nancy also helps committee coordinate needs with other church staff such as the David Barnett, facilities manager.

Committee members/Opportunities for involvement:

We have not had a committee per se; we recruit people to help for each occasion. We use email lists from LEM, WomanKind, Pilgrims Path, and Vestry. Parishioners can get involved on an event-by-event basis by responding to our request for food. A future idea could be the creation of a “Hospitality Food Team” that would be excited to respond with goodies every time we need to arrange donations for an event.

Time commitment of Chair(s) and Committee Members:

Current estimate of approximately 6 hours total per event spent by the committee chairs (combined). This includes emailing, phone calls and in-person requests, tracking emails, picking up donations (if needed), and attending the event to be sure everything goes as planned.

Involvement by Other St. James’s Groups:

N/A

Resources Required:

Financial:

The church provides the coffee and related items, and the committee (via its volunteers) provides the food, other beverages, flowers, and paper products if needed.

Space:

Events are typically held in church spaces, such as the Parkinson Room or Valentine Hall. We typically ask that volunteers bring food to the church “ready to serve” so that there is little to no need to use the kitchen.

Staff:

This committee depends heavily on the facilities manager and sextons to set up rooms/tables/coffee for the occasions. David Barnett (facilities manager) works with the sextons on our behalf.

Advertising/Publicity:

The occasions that are celebrated by this committee are advertised in the Chimes and the weekly bulletins and by the clergy in their announcements.

Manpower:

See above; we recruit help for each occasion as needed, primarily through email.