

## **DUTY STATEMENT SOCIAL COMMITTEE.**

**Aim:** The social committee's is responsible for planning and coordinating social activities such as recitals, social gatherings and functions for the parish. The Social committee also aids in creating a community spirit among the parishioners through the wide variety of events offered.

### **Duties:**

- Attend Parish Council meetings.
- To coordinate a team of helpers to assist at functions.
- Supply necessary items for each function.
- Set out any equipment necessary.
- Maintain good hygiene practice throughout.
- Record all equipment associated with the Chapel kitchen.
- Keep register of hired equipment by outside functions.
- Maintain kitchen in a clean hygienic condition at all times.
- Ensure helpers follow all hygiene protocol.
- Attend and actively participate in all Social Committee events and promote interest in all

### **Planning:**

- It is important to plan well ahead. In today's world many church members have busy, packed schedules and if they do not have advance knowledge of an event for several weeks, they will not be able to attend. It is also true that to produce a successful activity that makes people feel good about their church family and really enjoy themselves, it takes time and careful preparation.

### **Volunteers:**

- The wonderful people who work at our church socials are volunteers, not paid employees, and are all happy to help. It is important to see that volunteers "get paid" not with money but with friendship, and a sense of usefulness, belonging, opportunities for creativity and the joy of seeing church members come closer together and enjoy times of true fellowship.

### **Details and arrangements:**

- Each event requires a lot of preparation.
- Purchase of supplies.
- Set up of furniture and equipment if required.
- Decorations.
- Advertising function etc.

It is important at each function, get together that all who attend feel welcomed and that each and everyone feel they are an important part of our wonderful community.