



# EVENT FOOD & CATERING TEAM

## OVERVIEW

The Event Food & Catering Team promotes the church's mission to "receive, live, and share the abundant life of Jesus Christ" by helping ensure that arrangements for food and catering are coordinated and arranged for events sponsored by the parish.

## RESPONSIBILITIES

- Work with event chairs to plan for and order food/catering, working within event budget.
- Develop familiarity and relationships with a number of caterers for a variety of events.
- Help arrange payments to caterers in timely manner.
- Proactively look for ways to help with event decorations, and take action as needed.
- Inform Facilities Manager and Sextons as needed regarding arrangements.

## RELATIONSHIPS

The Event Food & Catering Team works with event chairs, staff fellowship leaders, parish administrator, and sextons.

## TIME COMMITMENT

Varies depending on size and frequency of events; 1-2 hours per event.

## SKILLS AND INTERESTS

Enjoys coordinating food for events; familiarity with catering options

## RESOURCES AND TRAINING

Notes from previous years, meeting with event chairs and Parish Life staff for planning.

*Curious? Interested in this ministry?*

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