

**Unitarian Fellowship of Lawrence  
Charter of the Wednesday Evening Hospitality Team  
Supersedes Original Charter dated November 5, 2012**

**1. Purpose**

The Wednesday Evening Hospitality Team, in organizing and preparing UFL Wednesday night dinners to members, friends and newcomers alike, fosters a welcoming environment and encourages socializing that contributes to building community at UFL.

**2. Program Area**

The Wednesday Evening Hospitality Team participates in the Congregational Life area of the Program Council.

**3. Composition**

The Wednesday Evening Hospitality Team members are volunteers, and all members of the Fellowship are encouraged to join one or more component teams.

**4. Team Leaders**

The Wednesday Evening Hospitality Team Leader is a volunteer. Previous hospitality team experience is helpful.

**5. Activities, Duties and Responsibilities**

The Wednesday Evening Hospitality Team is responsible for preparation of UFL Wednesday Evening meals with setup and cleanup as part of its duties.

- Wednesday Evening Hospitality Team Leader:
  - Recruits and organizes volunteer teams for Wednesday evening dinners
  - Orients new Wednesday evening dinner teams
  - Ensures that supplies are on hand for dinner
  - Counts, records and deposits income received from Wednesday dinners in accordance with UFL Board approved procedures.
  - Monitors budget and has signature authority for the Wednesday evening dinner teams.
- Wednesday Evening Hospitality Team Members:
  - Prepare food and beverages for meal and set up serving tables
  - Monitor and replenish food, beverages and supplies as needed
  - Clean up kitchen, clean tables in rooms used for dinner, take down tables in sanctuary, vacuum and reset chairs in sanctuary before choir rehearsal begins (with assistance from dinner participants)
  - Ensure that Fellowship doors are locked and lights out if they are the last to depart; delegate that responsibility to remaining activity leaders if they are not

**6. Authority Delegated or Retained**

Funding for the Wednesday Evening Hospitality Team is provided directly from the annual budget. Budget and signature authority for the Wednesday Evening Hospitality team are specified in duties and responsibilities, above.

**7. Standard Team Procedures**

1. The Wednesday Evening Hospitality Team will meet at least once during the first quarter of the Fellowship year to approve a written plan to be communicated to the Program Council that is consistent with its charter and supports the mission, vision and goals of the Fellowship.
2. Each spring when the budget is being developed for the next fiscal year, the Wednesday Evening Hospitality Team will submit its request through the Program Council Congregational Life Coordinator. The Wednesday Evening Hospitality Team retains the right to appeal budget decisions.
3. The Wednesday Evening Hospitality Team prepares an annual report to the Congregation and submits its report through the Program Council.
4. In connection with preparation of its annual report, the Wednesday Evening Hospitality team assesses its activities and charter and provides any recommendations to the Program Council.

**Primary Author(s):** Judy Wilson, Silke Johanning

**Date this charter revision was approved by the Wednesday Hospitality Team:** June 18, 2014

**Date this charter revision was reviewed and approved by the Program Council:** June 30, 2014

**Date original charter was approved by the Executive Board:** November 5, 2012