

Refreshment Coordinator – position duties

Specific to Upper Room SVEC 2019

The Chairman of the Refreshments Committee is a member of the SVEC Board and participates in policy matters of the Board

It is ideal to recruit a team/committee to help with providing and hosting refreshments. At the central Gatherings (which happen immediately following each set of Walks, and then one additionally in the winter, and also the Community picnic in the summer), the Refreshment Coordinator takes the lead in organizing refreshments that are brought in by the community members. When possible, it is good to arrange for coffee, possibly through the church.

Most Gatherings of the Community are Local Hosted Gatherings that jump around the region. They are completely organized and hosted by local people and the Community Refreshment Chair has no direct responsibility.

Specific responsibilities would include:

- 1.) Put out refreshments for central Gatherings. breakfast type snacks, coffee, juice, etc.
- 2.) Arrange for the Ice Cream Social after Candlelight on all walks. This is often done by a recruited reunion group.
- 3.) Buy and/or transport drinks and light refreshments to camp prior to walks, mostly for Send-off.
- 4.) Setup snacks and drinks for Send-off on all walks.
- 5.) Purchase supplies for Sandwiches for Closings
- 6.) Make sandwiches for all Closings.
- 7.) Set up and clean up other snacks and drinks for Closing. (Leftovers from Men's weekend are generally held for the Women's weekend. Leftovers from the Women's weekend may be donated to camp, sent home, or at discretion of the Coordinator stored for a future event.)

Again, the Coordinator's job is to be sure someone is covering each of these tasks, not to do it personally.