

Fellowship Duties and Tasks

- **Fellowship for each Gathering**
- **Fellowship at each Walk**

Fellowship for the Gathering Overview

The Fellowship Chairperson for the Gathering is a member of the Emmaus Board of Directors, and serves a three-year term. Additional people may support this position in the tasks needed to be accomplished. Tasks for Gathering Fellowship involve getting the room and refreshments ready for the Fellowship time.

Staffing and Duties

The Fellowship Chairperson can ask people to help to do the various duties.

1. Set up the refreshments for fellowship and clean up (kitchen) afterwards.
2. Get supplies: cups, napkins, ice, bottled water, coffee, pop. Keep these items and bring them to the Gatherings.
3. Serve the refreshments.

Fellowship for the Walk Overview

The Fellowship Chairperson for the Walk is a member of the Emmaus Board of Directors and serves a three-year term. Additional people may support this position in the tasks needed to be accomplished. Fellowship for the Walk on Thursday night at 7pm involves setting up, managing, and cleaning up after the potluck.

Staffing and Duties

The Fellowship Chairperson can ask people to help to do the various duties.

1. Have sign-up sheet for Sloppy Joes, Shredded Chicken, (etc.) at Gatherings two months before the Walk. This is usually on the sign-up chart for serving.
2. Check to make sure we have enough supplies (paper plates, plastic silverware, cups, napkins). (Logistics are usually in charge of this and will order more if needed. Check with Logistics about this. They will get the supplies out of the trailer and put in the dining hall.)
3. Arrange for delivery of the buns for the sandwiches. (Carl Gray usually does this.)
4. Contact the Kitchen Coordinator about setting up the food and beverage tables.
5. Organize the buffet table set-up as people bring in food.
6. See to it that all dishes have serving spoons.
7. Have servers who will make the sandwiches and watch the table to refill the sandwich platter when needed.
8. Clean off buffet table. Logistics will take dirty serving spoons to their cabin to wash.
9. Logistics will take care of drinks. (Drinks will be needed for the team dinner.)

Updated by Jan Bell 9/1/23