

WOODCLIFF UNITED CHURCH CONGREGATIONAL LIFE COMMITTEE

Let us be concerned for one another, to help one another to show love and to do good.

Let us not give up the habit of meeting together.

Hebrews 10:24,25

*Do not neglect to show hospitality to strangers, for by doing that some
have entertained angels without knowing it.*

Hebrews 13:2

The Congregational Life Committee (Committee) is a standing committee of the Woodcliff United Church (WUC) Council (Council) that is tasked with offering a radical welcome to all who come into the community of faith at WUC. The goal is to build a strong sense of community through programs, events, and activities that foster and enrich relationships, promote feelings of togetherness, and develop a deep sense of caring for one another.

Tasks

The tasks of the Committee include:

- recruiting and coordinating hospitality teams for worship services and the after worship gathering time
- establishing responsibilities and guidelines for hospitality functions associated with worship services and after service sharing time
- ensuring that instruction and guidance are provided as needed for hospitality teams to carry out the required duties: greeting, handing out bulletins, ushering, collecting the offering, setting up and serving of food and refreshments, and cleaning up
- purchasing supplies for after worship gathering time
- encouraging everyone to identify, acknowledge, and welcome newcomers and visitors and implementing approaches to facilitate this
- consulting regularly with the Congregation to determine needs and wishes for social programs, activities, and events
- planning, organizing, and delivering special events that promote enthusiasm and recognition, encourage involvement, and celebrate achievements within the WUC community
- planning and coordinating congregational meals
- providing opportunities to meet together for social activities such as movie nights, games nights, and Guess Who's Coming to Dinner, in collaboration with other committees
- developing and supporting adult social programs such as Women of Woodcliff (WOW) and Men's Breakfast Group (MBG)
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- doing ongoing evaluation of the activities and programs of the Committee
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized

- preparing a report of the Committee's activities for the Annual Report of WUC
- conducting an annual review of the effectiveness of the Committee

Accountability and Communication

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of the Council. The Committee shall usually meet on a monthly basis, excluding July and August. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Communication with the Congregation regarding Committee matters shall occur throughout the year using communication methods such as:

- the Woodcliff Messenger
- other email correspondence
- the WUC website
- service bulletins
- information offered during the Sunday morning worship services
- bulletin boards

Human Resources

Membership of the Committee shall include a Chair, the Sunday Hospitality Co-ordinator, Congregational Meal Co-ordinator, and leaders of WOW and MBG. Leaders for special events shall attend meetings of the Committee as required. One of the members of the Committee will act as the recording secretary for each Committee meeting.

In fulfilling its responsibilities, the Committee shall collaborate with other committees as needed, particularly the Committees of Worship, Christian Development, Outreach, and Communications.

Desired skills, knowledge, and attributes of Committee members include: enthusiasm, warmth and friendliness, effective communication skills, ability to work on teams, planning and organization, and knowledge of safe handling of food and beverages.

Financial Resources

The Committee's budget shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process.

Many Congregational Life events are self-supporting through a good-will offering contributed by participants.

Budget items include:

- cost of food and beverages for events
- materials for decorating for events

The Congregational Life Committee portion of the WUC Committee Structures document was originally approved by Council on December 13, 2016.

Last revision: _____