

## **Nailsworth Quaker Meeting Role Description**

### **Member of Hospitality Group**

- How many: Usually between three and five.
- What they do: Make sure that adequate arrangements are in place for catering for Area Meeting when it is held in Nailsworth.  
Support the social events organised by the meeting.  
Arrange for catering needs to be fulfilled e.g. marriages and funerals.
- When they do it: Area Meeting: usually once a year.  
Social events as requested by MfWfB, at least twice a year.  
Quaker marriages and funerals etc. as requested by the Elders (as they arise, possibly twice a year).
- Why they do it: To help the meeting grow as a community and as a celebration of F(f)riendships.
- Resources: Use of email is essential for this role.
- Budget: An annual budget is allocated for catering throughout the meeting that can be accessed via the Treasurers
- Liaison with: Warden, Clerk, Elders
- Appointed by: Nailsworth Quaker Meeting

#### Expanded description:

For each of these functions, the responsibilities might include:

- ascertaining from the organisers of each event (e.g. clerk, warden, others) the likely numbers attending, preferred timings, etc.
- requesting food contributions via News of Friends, kitchen door list, and other appropriate means,
- making special purchases where appropriate,
- agreeing the layout for refreshments, appropriate to the time of year and the size of the gathering.