

SPECIAL HOST SUNDAYS

(Additional Notes for Special Ministries Hosting Fellowship Time)

1. Please create a “flyer” on 8 ½” x 11” paper identifying your ministry that the Fellowship Time monies will be donated to on your special Sunday. The “flyer” will need to be put in the clear plastic frame in the Fellowship Time supply area and then placed by the donation basket on the food table.
2. By Tuesday before your Sunday hosting, contact the office and schedule time to make an announcement during the service on that Sunday and to place an announcement in Wednesday updates and/or Sunday reminders. This announcement would again identify your ministry and how the funds raised would be used.
3. Be sure to review the Fellowship Time Checklist for detailed procedures for hosting Fellowship Time (making coffee, putting out food & beverages, and cleaning up.) See included link.
4. When Fellowship Time is over, follow the normal procedure of collecting the donated money and finding the Elder of the Month to walk the funds to the safe in the office. PLEASE mark the envelope with the Special Ministry name that the funds are to go to, else they may end up in regular Fellowship Time collections. \

Revised: 2/13/25
(Stored as a Google Doc in Melissa's files)