



## Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

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### TABLE CLOTH TASK TEAM

#### Job Description

##### Overview / Purpose

- Ministry exists to assist in providing a special type of hospitality for events at CUMC.
- Tablecloths have been purchased, cataloged and stored in a secure closet.
- Tablecloths are available for use by CUMC members and nonmembers but must be used for events at CUMC only. Tablecloths are not to leave the building except for laundering.
- A usage fee is charged when tablecloths are reserved for an event.
- Tablecloths are requested through the reservation procedure online.
- Fees from the tablecloth usage are kept in a separate fund.
- These monies are used to purchase new tablecloths as needed.
- Volunteers on the tablecloth committee are the only people who take the cloths home, launder and return.
- The tablecloth ministry chair
  - Recruits the volunteers who serve on the committee
  - Catalogs all tablecloths and monitors the inventory
  - Monitors tablecloth condition and replaces worn, stained or damaged tablecloths
  - Determines when new tablecloths are to be purchased

##### Other Committees you will serve on

- Council on Ministries (when requested)

##### Length of Service

- To be determined

#### CORE VALUES

**SCRIPTURE:** Led by God's Word

**LOVE:** Growing in God's Grace

**HUMILITY:** Walking w/God

**SERVANTHOOD:** Living as God's Servants

**MISSION:** Reaching out in God's Love, Justice & Mercy