

### **13-4: Shrove Tuesday Supper**

#### **1. Responsibility Centre:** Service Outreach and Social Action Committee

#### **2. Rationale or Purpose**

In support of BCUC's Lenten Appeal project, BCUC's Service Outreach and Social Action Committee (SOSA) coordinates this fund raising event. It also draws the congregation's attention to and solicits support for the designated project.

#### **3. Policy Statement**

BCUC's annual Shrove Tuesday Supper is carried out in accordance with the procedures below.

#### **4. Scope**

This policy applies to all who are involved with this event.

#### **5. Procedures**

SOSA administers this project by:

- a) advertising the event in local newspapers and BCUC's website and outdoors electronic sign
- b) putting notices in the Sunday bulletins and making announcements in the services.
- c) selling tickets for the event after Sunday services in the weeks leading up to Lent
- d) purchase all necessary supplies other than tea and coffee
- e) after Sunday services preceding the event, have sign-up sheets for volunteers to assist with all necessary task
- f) delivering the receipts to the Financial Management Committee member responsible for administering the Committee Directed Fund for deposit in the Lenten Appeal Fund
- g) announcing the final total for the project via the Sunday bulletin and the SOSA bulletin board, thanking those who supported the event.
- h) place a report of each year's event into the folder kept in the church office.

#### **6. Roles/Responsibilities**

SOSA is the lead committee for this policy and is responsible for it's review and maintenance.

Others to be consulted by SOSA in the implementation of this project include:

- a) BCUC Office - for communications in the newsletter and Sunday bulletins
- b) Ministerial team - to coordinate communications during Sunday services
- c) Financial Management Committee - to handle any monies received, using the SOSA Committee Directed Fund for the Lenten Appeal

#### **7. Definitions**

#### **8. References:**

- a) *BCUC Handbook*: Mandate of SOSA: "The committee...keeps informed of social service needs in the community; and plans, develops, coordinates and participates in local outreach programs."
- b) BCUC Policy: *Lenten and Advent Appeals, BCUC Policy Manual*

#### **9. Approval authority:** The Church Board

#### **10. Reviewed:** SOSA Committee: February 1, 2015

**Approved:** Church Board: May 20, 2015

**Replaces:** March 2009