DENVER COMMUNITY CHURCH

CATERING

OUR SHARED MISSION

As Denver Community Church, we explore and participate in the life of Jesus, so that we can be a healing presence in our world.

CATERING TEAM MISSION

To create a space for our DCC family to be involved in helping us live out our mission statement by coming together and utilizing their passions and talents to serve each other as extravagantly as we worship together.

CATERING TEAM

A team of volunteers who love to cook, bake, or both. They help us to cultivate connection and community by prepping great food and creating a beautiful atmosphere. This team preps food either at their homes or in the DCC kitchen for our DCC community events.

Time Commitment Involved:

Volunteers agree to provide catering services to DCC for at least three (3) events per calendar year. These events may include but are not limited to church gatherings, celebrations, fundraisers, or other events as requested by DCC. Volunteers will have the option to recommit each year.

Volunteer Responsibilities:

- Plan, prepare, and deliver catering services for the agreed-upon events.
- Coordinate with the Church's designated representative to determine event details, including menu preferences, dietary restrictions, and estimated guest count.
- Ensure that all catering activities are conducted in compliance with health and safety regulations.
- Provide high-quality food and service consistent with the standards set by the Church.

Church Responsibilities:

- Provide at least 3 weeks of notice to volunteers regarding upcoming events requiring catering services.
- Collaborate with the volunteers to determine event specifications, including budgetary constraints, if any.
- Provide necessary support and assistance to volunteers to ensure successful catering operations.
- Provide any necessary supplies, i.e. kitchen/bake-ware.
- Provide reimbursement for any money spent by volunteers on ingredients for catering.

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Compensation:

- Volunteers agree to provide their talents for cooking, baking, and setting up without monetary compensation. The Church agrees to reimburse reasonable expenses incurred by the volunteer for ingredients or supplies with prior approval.
- Volunteers will be provided with a reimbursement form to complete and return with receipts for all expenses via email to the connections deacon. Connections@denverchurch.org

Confidentiality:

- Volunteers agree to maintain the confidentiality of any sensitive information obtained during the course of providing catering services for the Church.

Yearly Catering Needs:

1. Annual Ministry Team Meeting (4th Sunday of January)
2. Easter Sunday – Breakfast for volunteers for 2-3 Gatherings (about 100 people)
3. Transformation Sunday Reception – Food for 50-75 people (desserts/snacks)
4. Spring Consistent Givers' Dessert (25-30 people)
5. Elder/Deacon/Staff BBQ – First Friday in August (30 people)
6. Child Dedication Reception – October or early November (about 30-50 people for desserts/snacks)
7. Fall Consistent Givers' Dessert (25-30 people)
8. Elder/Deacon/Staff Christmas Party – First Friday in December (30 people)
9. Christmas Eve Gatherings (Appetizer Type Snacks for Volunteers and Staff about 40 people)

Volunteer Signature _____ Date ____/____

Deacon Signature _____ Date ____/____