



St. James Baptist Church

2169 New Market Road Richmond, Virginia 23231
 804-795-7747 804-795-5283 (Fax) www.sjbcovarina.org

Rev. Kevin L. Sykes, B.A., M.Div, Senior Pastor

CULINARY MINISTRY

Coverage For The Year	Contact	
April	Carolyn	
May	Cheryl	
June	Keith	
July	Carolyn	
August	Cheryl	
September	Keith	
October	Carolyn	
November	Cheryl	
December	Keith	
Areas of Responsibility	Lead	
Funerals/Memorial Services	Bro. Keith Rivers	Deaconess Carolyn Jones
Inventory	Deaconess Carolyn Jones	
Tentative Cleaning Schedule	Trustee Cheryl Cooper	
Tentative - Rework Storage Area	Bro. Keith Rivers	
Communication to Sheepfolds	Areas of Responsibility	
The Culinary Ministry will:	Assist and provide guidance with events of the church	
	Will take part but it is up to the Sheepfold to carry it out from beginning to end	
	Major events and activities of ministries	
	Funerals and memorial services	
	Serve as the primary point of contact, assisting with events and activities	
	Will take the lead, with the assistance of the Sheepfold or ministry, ensuring that the Fellowship Hall and kitchen areas are reset for use (tables, chairs, kitchen area cleaned)	
Major Events	Date	Assignment
Pastor's Anniversary	April 14 th	Carolyn, Keith
Homecoming & Revival	May 19 - 21 st	Cheryl, Carolyn, Keith
Vacation Bible School	June 23 - 28 th	Cheryl, Carolyn, Keith
Family & Friends	October 6 th	Carolyn, Keith
Church Anniversary	November 17 th	Keith, Cheryl