



APC Food & Beverage Policy for Team Meetings

The following document provides guidelines for food & beverage that will be arranged for Team meetings

Last updated: 18 April 2019

General Information: Food and Beverage (F&B) will be arranged for APC meetings held at APC church locations, APC office.

Refreshments Served at APC Meetings

The ministry team leader / person convening the meeting / the service coordinator of the location is requested to provide the Admin team with these details at least 3 days prior to the meeting - by Thursday 5:00pm for a F&B requirement on Sunday:

1. Reason for/nature of the meeting
2. Date of the meeting
3. Number of participants
4. Duration of the meeting
5. Type of snack needed to be arranged
6. Name and contact number of person to whom snack is to be given

APC Meetings

The meeting could be one of the following

1. Planning meeting for upcoming event
2. Volunteer Team meeting
3. Training Meeting
4. Décor Set Up
5. PAT Practice Session
6. Moving Equipment

Duration of the Meeting

Depending on the duration of the meeting, food and beverage will be

1. Short meetings (< 30 mins) – Tetra pack juice | No snack
2. Short meetings (> 30 mins – 1 hour) – Snacks (Burger, sandwiches, doughnut, etc)
3. Meetings more > 1 hour – Snacks (Burger, sandwiches, doughnut, etc)
4. Meetings 1-2 hour – Snacks (Burger, sandwiches, doughnut, etc) | Lunch – Ghee Rice, Chicken / Veg Gravy, Raitha, Sweet / plantain
5. Meetings – full day – Tea + Biscuits (mid-morning, evening) | Lunch – Ghee Rice, Chicken / Veg Gravy, Raitha, Sweet / plantain

Frequency of the Meeting

1. Planning meeting for upcoming event – 2 to 3 meetings before an event
2. Volunteer Team meeting – once in 3 months



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3. Training Meeting – Once in 3 months
4. Décor / Setting up – As per need
5. Moving Equipment – As per need

Leftover snacks / Lunch

1. If there are left over snacks / lunch, kindly send them to Bible College, so that it can be used by students staying on campus.
2. If this is not possible, kindly ensure that the snacks are put to good use and are not wasted

Meetings held at Out Side location / Café

1. If team members are unable to meet at church office or Church location and meet in a restaurant / café, APC will reimburse for snacks at Rs. 100 to Rs. 110 per person.
2. If team members are unable to meet at church office / Church location and meet in one of their homes, and order from a caterer
 - The budget is Rs. 100 to Rs. 110 per person.
 - Prior arrangements for used vessels, plates to reach caterer / church office should be made