

Coffee Hour



My Coffee Hour date is Sunday, _____.
(You will need to arrive by 9:30am that day.)

Thank you for signing up to host a Sunday Coffee Fellowship! Please follow the instructions below; if you have any questions see a Church Staff member. Easy to prepare or store bought snacks are fine; you don't need to go to a lot of work. If you aren't sure how much to bring, most people bring 3-4 items, allowing for 100 people. You can also contact people who have hosted previous Sundays for ideas. The primary goal is to have something available to offer visitors, and to give folks something to nibble on while they mingle and meet new friends. You do not need to provide a lunch. We hope you enjoy your Sunday, and that you will consider signing up again in the future.

Instructions:

- 1. Please bring juice or punch for children and those who don't drink coffee/tea. Clear liquids are best (they don't stain), such as apple or white grape juice.**
- 2. Make the coffee before worship (2 pots regular, 2 pots decaf, and 1 pot hot water). Sometimes a 3rd pot will need to be made during fellowship. If you don't know how to work the coffee equipment, there are instructions on the wall. Please don't hesitate to ask someone for help.**
- 3. If needed, refill the coffee cart condiments. They are stored in a hallway closet outside the kitchen.**
- 4. Please set aside 2 plates of food for the pastors to pick up.**
- 5. Do not leave any food out on the counter afterwards unless it's in a sealed bag or plastic container. Be sure to sweep the floor of all crumbs before you leave. *If both these are not done, the ants will soon arrive!***
- 6. Please complete all items on the "Kitchen Clean-up" sheet, which is posted on a kitchen wall. Please rinse out all coffee pots before you leave and wash any church dishes/utensils you used.**
- 7. Before leaving, make sure all church doors are locked. If you are not the last person to leave, then it is your responsibility to find someone with a door key and ask them to stay and lock up after everyone has left.**

Thank you so much for volunteering!!
We hope you will sign up again 😊