

# Coffee Hour



**My Coffee Hour dates are Sundays: \_\_\_\_\_.**  
**(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 50-60 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 fellowship coffee before worship (2 pots regular, 2 pots decaf, and 1 pot hot water). These stay in the kitchen and will be served on the rolling coffee cart in the sanctuary after worship. 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. **DO NOT** open the kitchen door or windows into the sanctuary until **AFTER** the pastor says Amen after the Benediction at the very end. Any earlier is distracting to the pastors and the congregation. Use a bulletin to know when the Benediction is. Using one of the hearing devices will allow you to hear from the kitchen.
4. Do not talk in the kitchen before worship ends - your conversation will be heard in the sanctuary. It's also helpful to open all noisy containers, etc before worship begins.
5. If needed, refill the rolling coffee cart's condiments. They are stored in a hallway closet outside the kitchen.
6. The coffee on the table by the office is made by the coffee greeter, you don't need to make it. Please leave those pots out there during fellowship time for people to finish off if they wish. Please carry those pots to the kitchen and rinse out after you close down the fellowship snacks.
7. Please set aside 2 plates of food for the pastors to pick up.
8. 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!*
9. Please complete all items on the "Kitchen Clean-up" sheet, which is posted on a kitchen wall. Rinse out all coffee pots before you leave and wash any church dishes/utensils you used.
10. 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 ☺**