

Coffee Hour



My Sunday Fellowship dates are: _____.

You will need to arrive by 9:30am

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.
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. **PLEASE DO NOT** open the kitchen door or windows into the sanctuary until **AFTER** the pastor says Amen-after the Benediction at the very end. It's distracting to the pastors and the congregation if you do this during the hymn or prayer. 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 during worship or before the Amen above - your conversation *will* be heard in the sanctuary. So will opening of containers, etc. It's best to do this before 10am.
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. However, you will need to go get those pots after you close down your fellowship snacks. Please leave those pots out there during fellowship for people to finish off if they wish.
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 & put away any church dishes/utensils.
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. The pastors & Nancy are often in the offices; you can ask them.

Thank you so much for volunteering!!

We hope you will sign up again ☺