

Dear \_\_\_\_\_ thank you for serving as **COFFEE HOUR HOSTS\*\***

**on Sunday,**

Thank you for agreeing to provide this form of hospitality following worship. Making this friendly, faithful atmosphere available on a regular basis is so valuable and enriches our overall Sunday morning Christian fellowship.

Our church kitchen is only supplied with the “essentials” for beverages. Please do not feel obligated to do more. However, you may wish to provide cookies or decorations. If you plan to make an “all-out effort,” please check with our church office (314-434-4991) where the complete calendar of church events is kept. Speak with someone in the church office to avoid any potential conflicts.

Prior to Sunday, stop by church to check supplies, or call the church office (314-434-4991) between 8:30am-1:30pm Because of the different groups using our facilities, it’s difficult to guarantee everything is always available. In particular, ice may be needed in the summer. Our average weekly attendance is around 100 (adults and children).

**ON SUNDAY MORNING**

1. Arrive by 9:30 am
2. Make beverages:
  - \* Coffee - use 55-cup coffee maker
  - \* Hot Water - one urn: for tea, instant decaf coffee, and hot chocolate
  - \* Koolaid - two pitchers only; use ice
  - \* Iced Tea - about two gallons in warmer weather and reduce amount of coffee
  - \* Iced Water - have ice water available
3. Set up serving table(s) in Fellowship Hall
  - \* extra tables are stored in west Fellowship Hall closet
  - \* by checking drawers, kitchen closet, and cupboards, you’ll find tablecloths, silverware, cold drink cups, china cups, napkins, utensils, etc.
  - \* tea bags, coffee, creamer, sugar, and hot chocolate are in upper cupboard left of sinks
4. More detailed instructions can be found on the inside of the kitchen cabinets

**AFTER THE PEOPLE LEAVE:**

1. Clean up Fellowship Hall and kitchen. Sweep floors and clean areas with spills.
2. Wash china cups and all utensils (even if they appear clean\*) in dishwasher. Return cups to trays and store in cabinet and utensils to appropriate drawers. \*Sometimes spoon may appear clean when the liquid dries.
3. Please make sure coffee pots are clean and stored with their cords and stems inside.
4. If supplies are short, please notify the Deacons or call the church office during the week.
5. Take dish towels home to launder. There may be dirty dish towels under the sink.
6. Take full trash bags to dumpster and put new bags in trash cans (bags are in janitor closet).

**\*\*If you are unable to be present on your assigned Sunday, PLEASE arrange to switch with another or find a substitute and instruct them of the responsibilities. If you are unable to find a substitute PLEASE call Nancy Marston 314-878-1317.**