

Christ Church Coffee Hour Host Guidelines

9/29/19

Every Sunday two Christ Church parishioners/families host the coffee hour, held in the McClain Room, after the 9:30am service. This is a time of fellowship and an opportunity to welcome visitors every Sunday.

We do consider this to be a Lay Ministry, thus the weekly names are included on the back of the Sunday bulletin. There is a SignUp Genius link on the Worship/Worship Ministries page of our website. Christchurchwinnetka.org.

Our sextons take care of the set up including providing the coffee and tea.

The hosts:

- 1) Provide simple snacks. For example: mini muffins, cookies, donuts, bagels, fruit.
- 2) Bring above items to the kitchen prior to the service, plate, cover, and place on table.
- 3) Provide a gluten-free choice and be sure it is clearly marked. We always have packaged gluten-free cookies in the kitchen should you choose to use those.
- 4) Wear your name tag and greet each attendee as they come up from the church.
- 5) Make a special effort to foster conversations, introduce new faces and make connections for them with other parishioners.
- 6) Encourage people to request a name tag if they don't have one. There is a sign up sheet on the coffee table. There is also a basket with temporary name tags with a marker.
- 7) Stay until the last guest has left.
- 8) Assist sexton with clean up.
- 9) Be a welcoming, inclusive host.

The sexton on duty will take care of providing coffee and tea. They will also have two tables with six chairs each set up in the McClain room for folks who wish to sit down for their coffee.

Many thanks for being a part of this vital ministry as we aim to “Invite, Welcome & Connect” with each other at Christ Church.