

Coffee time after worship service encourages a sense of community among members and provides an opportunity to invite newcomers to an informal time of fellowship. Hosting is an important service that various members and commissions undertake to make coffee hour possible.

Hosting is simple especially since we have Tim Buckley and Linda Lee who take care of preparing the coffee urns every Saturday. Tim even cleans the urns after coffee hour. Fellowship commission will provide milk/half and half.

1. When a church member **signs up*** to host, ask 2 or 3 other members to assist in bringing simple snacks such as cookies, crackers and cheese, fruit, nuts, vegetable plate, coffee cake, breads, muffins, mini bagels. Various trays and plates are available for your use. Snacks do not have to be homemade. Provide at least four or five different things. Keep in mind not everyone is gluten tolerant.
2. Arrive at church at 9:30 am to set up round table near the island counter. Bring a centerpiece if you like. Tablecloths are available in the bottom drawer next to the refrigerator or you can bring your own.
3. Set out donated food items and paper goods. Paper plates and napkins are in the double door cabinets under the island. Plasticware is available if forks are needed. There are various serving utensils, plates and bowls if you do not bring food items already plated.
4. Cover the table with one of the plastic tablecloths before you go to worship service to deter early nibblers. During the postlude, uncover table and any wrappings on food items. Put out any refrigerated items and put half and half in the counter cooler.
5. Set out the coffee hour donation can between the coffee urns. If a chairperson of Membership Commission is not present on Sunday you are hosting, give any monies to Tim Buckley.
6. If not done yet by member of Membership Commission, **before you go into the church service, plug in the coffee pots. Make sure pots are turned on as well. Turn on the switch to the counter cooler; switch is inside the cabinet underneath the cooler. Make sure the switch is turned off when you clean up.**
7. Clean up food items and take home anything that is left or donate to the food pantry. Return unused paper goods and table cloth to designated drawers. Return all used serving pieces etc, to where you found them. Refrigerate half and half and/or milk.

* **Year sign-up calendar** is posted in the Fellowship Room to the left of door leading to the bathroom hallway.

Gail Smith, T.J. Blazek co-elders - Membership / Fellowship Commission