

Coffee Hour Procedures

Revised 06/14/2014

Coffee Hour is a busy and fun time for our congregation. It is an opportunity for everyone to enjoy each others' company and learn more about all the activities and causes of our congregation. Because we have limited space and a growing congregation, we need to manage table assignments and other activities that occur during this time.

1. All tables for coffee hour will be coordinated through the Business Manager
2. The following groups will have a permanent table in the coffee hour: Booster Cards, Fair Trade Coffee, Social Action Team, CYRE, and Welcome Table. Each of these groups needs to provide a monthly schedule for table use to the Business Manager by the 15th of the previous month. If no one is manning these tables they will be released to other groups to use on a given Sunday.
3. Book Corner will also have a dedicated card table, book cart and greeting card display in addition to its cabinet.
4. A 6 foot table will also be set up for food and refreshments provided by different church groups. The schedule will be managed by the church office.
5. A completed request form for one of the two extra tables shall be submitted to the Business Manager either by hard copy or electronically. Requests for the coming Sunday should be submitted no later than noon of the Thursday before.
6. The Business Manager has the full authority to assign tables, keep the schedule, and determine the lay out of the Parish Hall for coffee hour.
7. No group will reserve the extra tables for more than three weeks in a row. After a week off, the same group can reserve another three week block.
8. The Business Manager will use the following criteria in resolving schedule conflicts. Groups that meet the following criteria, from most important to least, will be granted a table:
 - a. First request submitted
 - b. Group is affiliated with a member of the Program Staff
 - c. Group is affiliated with the Church
 - d. Group is outside the church but matches the Mission/Ends of the church
9. Special cases and exceptions to this procedure will be resolved by the Executive Team. Such exceptions might include all-church activities or special events.