

SUNDAY MORNING HOSPITALITY (SEPTEMBER, 2016)

Responsibilities

Before the service:

- Before shopping, check E-News to see if there is a popular service (Big Music Sunday or Easter) and determine if extra refreshments might be needed.
- Arrive one half hour before the worship service to put out the juice and check the condiment holder next to the coffee carafes that there is cream, sweetener packets, and napkins. (Custodian usually does this when he makes the coffee, other than adding juice)
- Custodial staff usually makes coffee but check to see if there is enough for after the service. You can make more (instructions near machine) or ask custodian for assistance.
- See that china cups are out and available near the coffee carafes.
- Place a tablecloth on the food table. Tablecloths are in the Warner Room closet or rolls of plastic paper are in the chair closet. Keep food in the kitchen until service is nearly over.

Shortly before the end of the service:

- Arrange refreshments on the table. Include some small napkins from the kitchen paper products supply.
- Greet people warmly as they come through the line and prepare additional coffee as needed.
- Discard trash and stack empty coffee cups near the dishwasher; the custodian will wash the dishes after you are done or on Monday morning.
- Please do not leave left-over food in the refrigeration, except for unopened juice containers

Items you will need to provide

- The choice of refreshments is up to each group – here are some suggestions:
 - Juice or other alternative (for non-coffee/tea drinkers)
 - Desserts (ex. Cookies, Breads, Bagels, Crackers, SnackMix, Popcorn, Pretzels)
 - Fruit
 - Vegetable Tray
- ***No nuts.....we are a nut-free building***
- Your group is not responsible for providing the congregation with lunch. Simple snacks are just fine; healthy ones are appreciated by many. Consider smaller portion sizes that are appropriate for finger food.
- *Information about your group's activities – Please keep in mind that Hospitality is a great opportunity for your group to share your work with the congregation.*



Schedule Changes

- If your team is not able to provide refreshments for a particular Sunday, please try to switch with another group.
- Please notify [programadmin@ firstuuwilm.org](mailto:programadmin@firstuuwilm.org) by Tuesday prior to your Sunday of any schedule change.
- If you make a switch after Tuesday, we will not be able to update the Order of Service or E-news which lists the group responsible for hospitality.
- If no hospitality is provided on Sunday, our Custodian will put up a sign to indicate no refreshments available.

Reimbursements

Although many people choose to donate refreshments for coffee hour, we can also reimburse you. Just submit a green Accounts Payable Request form with a copy of your receipts to the church office. Forms are available in the church office.