

## **Coffee Hour Procedures**

Revised August 15, 2022

Social Hour after worship 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. Floor plan for coffee hour includes one 6 foot welcome table for visitors, plus up to 4 card tables for use by groups. ILYA may use a 6 foot table instead of a card table during their November Holiday Giving program.
3. On occasion, the Equal Exchange coffee sales program will man a coffee table to sell fairly traded coffee.
4. The Business Manager has the full authority to assign use of the card tables, keep the schedule, and determine the lay out of the Parish Hall for coffee hour.
5. 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
6. Exceptions to this procedure will be resolved by the Executive Team. Such exceptions might include all-church activities or special events like the Auction.