

## **SUNDAY MORNING HOSPITALITY (March 2023)**

### **Responsibilities**

#### ***Before the service:***

- Before shopping, check E-News to see if there is a popular service (ex. 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 drinks (if any) and check the condiment holder next to the coffee carafes for creamers (mini moos), sweetener packets, and napkins. (Custodian usually does this when he makes the coffee. If supplies are low in the kitchen, ask custodian to check office for back up supplies)
- 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.

*Please note that coffee hour in the tent will be different than when held inside:*

- Parish Hall:
  - Roll out the metal cart with china cups so that it is available next to the Warner room near the coffee hot plates and condiment holder.
  - Place a tablecloth on the food table. Tablecloths are in the Parish Hall chair closet or use rolls of plastic paper are in the chair closet.
  - PLEASE DO NOT USE BURGUNDY TABLE CLOTHS THESE ARE RESERVED FOR MEMORIAL SERVICES.
- Tent (if we end up doing outdoor coffee hour)
  - No table cloths are used.
  - Custodian will have carried out coffee pump dispensers, condiment holder, supplies and disposable hot cups to the tent along with tables and a few chairs.

#### ***Shortly before the end of the service:***

- Arrange refreshments on the food table (PH or Tent). Include some small napkins from the kitchen paper products supply.
- Discard trash and stack empty coffee cups near the dishwasher; the custodian will wash the dishes after you are done or on Monday morning. Volunteers who want to wash cups in dishwasher are welcome to do so – instructions are posted.
- Please do not leave left-over food in the refrigeration. Please bring any leftovers from the tent if used.
- After the service the custodian will put tables and chairs away or set up for next activity.

### **Items you will need to provide**

- The choice of refreshments is up to each group or individual – here are some suggestions:
  - Juice, seltzer 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.
- *If your group or committee is bringing refreshments, you can share information about your group's activities – this is a great opportunity to publicize your work.*

### **Schedule Changes**

- If your team is not able to provide refreshments for your scheduled Sunday, please try to switch with another group.
- Please notify [programadmin@firstuuwilm.org](mailto:programadmin@firstuuwilm.org) by the Tuesday prior to your Sunday of any schedule change.
- If you make a switch after Tuesday, we will not be able to update Enews.

### **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.