

REVISED!!
July 2013



COFFEE HOUR SPONSOR GUIDELINES

THANK YOU for signing up to sponsor Coffee Hour at St. Philip's! Your generosity is truly appreciated.

Please keep in mind that food is to be kept simple (preferably finger type food). Coffee Hour is for fellowship!

You and another individual or family will be providing a snack for around 100 people. (During the Sunday School term, the children's snack is provided by the church.) You may wish to see whom you are hosting with and coordinate your plans with them. (If no one else is listed to host, you may wish to ask around to see who might be willing to co-host with you. It is a big job for only one person or family.) Also, coffee and iced tea will be prepared prior to Matins, so don't worry about this.

Please note the responsibilities of hosting coffee hour:

WHAT YOU OUGHT TO DO:

- ◆ **BE SURE TO** set up prior to Liturgy, not during it (on the two main tables).
- ◆ **BE SURE TO** check in the refrigerator to see if there is any milk, creamer, butter, margarine, cream cheese, etc., left over from last time, and use them first.
- ◆ **BE SURE TO** make plates for the clergy.

When Done:

- ◆ **BE SURE TO** *wipe down the main serving tables, the dessert counter, and the coffee/tea counter.*
- ◆ **BE SURE TO** wash and *put away* church dishes, pans or serving utensils if they are used.
- ◆ **BE SURE TO** *clear the clutter from the countertops as much as possible, so the cleaners can clean properly.*
- ◆ **BE SURE TO** thoroughly clean coffee pots and iced tea container.
- ◆ **BE SURE TO** pick up and discard plates, cups, etc., left on tables.
- ◆ **BE SURE TO** place empty plastic & glass bottles & jars and metal cans in recycling bin (large brown and small metal cans between coffee table and great room door).



WHAT YOU DON'T NEED TO DO:

- ◆ wipe down eating tables or chairs (unless there's a major mess).
- ◆ empty trash (unless you need to start a fresh bag).
- ◆ vacuum (unless there's a major mess).

(these things are done by the paid cleaning crew)

Again, Thank You!