

# Thank you for hosting Coffee Fellowship

If you would like special wording in the bulletins, please call Laura Schmocker at 437-9252 or email [lschmocker@fumcgb.org](mailto:lschmocker@fumcgb.org) by Thursday morning.

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Please be at church, ready to host by 8:45am

Serve from **8:45 – 9:15am** & **10:15 – about 10:45am**

Fellowship takes place following BOTH the 8:00 and 9:15 services.

## Hospitality

Greet members and visitors. Extend hospitality to all in the Gathering Area.

## Treats

As host, you/your small group provide treats of your choosing. We suggest offering a variety including healthy snacks. Examples may include fruit, breads, muffins, cookies, bagels and cream cheese, etc. It can be tricky to estimate how many people may participate in fellowship. A fair estimate might be to prepare for about 250 people on Sundays when there is Sunday School (about 175 in summer). You are welcome to use napkins, paper plates, utensils and serving trays in the cabinets in the Little Kitchen.

## Coffee

Our Sunday Custodian will make coffee in the large urns and have it ready for you by 8:30am. (They appreciate your role in cleaning up.)

**Set-up.** Please prepare:

- **Coffee Cups** are located in the Little Kitchen in the upper cupboard across from the sink.
- **2 small glass bowls/baskets** with **creamers**, and **sugar/artificial sweeteners** which are located in the cabinets.
- **Stir sticks and napkins:** Stir Sticks are located next to the cups. Napkins are in the drawer across from the sink.

**Clean-up.** Please:

- **Do not clean up until the crowd has left the Gathering Area.** If there is extra food, please walk around with a tray and offer it to guests. **If you need to leave before the crowd thins out, please ask another member to clean up for you.**
- **Remove the coffee grounds** from the large coffee urns. Please throw them away in the gray garbage cans in the Little Kitchen.
- **Wash large coffee urns**, dry and return to cupboards. The water faucet in the Little Kitchen is adjustable to assist you to rinsing out the large urns.
- **Clean table and counter surfaces** and wash any other dishes.
- **Return napkins and creamers and sweeteners** to cupboards.
- **Dish towels** are located in the cabinet across from the sink and can be hung to dry under the sink (left side) or brought to the laundry bin in the Big Kitchen.
- **Leftover treats** can be stored in the refrigerator or left on the counter in the Little Kitchen.
- **If you notice we have large amounts of coffee leftover (regular or decaf)**, please leave a note in the office so we can adjust amounts. Also let us know if more is needed.
- If supplies run low, please notify the Custodian or leave a note at the front desk.