

Preparing for Your Morning of Hospitality Ministry

Please provide baked goods. Feel free to pick them up at Pick 'n Save or bring your own baked goods if you prefer. Also, please provide beverages -- one gallon (each) of milk and juice.

Checklist of Responsibilities

- Arrive at church by 8:30am.
- Preparing coffee:
 - Take one large filter from on top of the coffee maker and place in the coffee maker basket.
 - Use ½ cup of coffee grounds of fair trade coffee per pot of brewed coffee (located on the table next to the coffee maker or in the cabinet below the coffee maker).
 - Place a coffee pot on the left burner.
 - Use the clear measuring pitcher and fill water to the line.
 - Pour water into top of coffee maker.
 - Turn on the switch to start brewing.
 - Put hot water in air pots to warm the inside of the canisters.
 - Dump the hot water out and pour brewed coffee into warmed air pots.
 - Place the air pots on the orange shelf with baskets of liquid creamers (plain/flavored), sugar/sweeteners, powder creamer, and stir sticks.
- Preparing the tables:
 - Arrange the baked goods on platters from the kitchen (located in far left top cabinet on back wall) and place on the tables in front of the kitchen pass-through window with butter knives for those wanting smaller portions.
 - Arrange paper plates and napkins on the same tables.
 - Arrange disposable cups on the same tables with juice and milk containers.
 - Place the basket (located on the side of the room) at the end of the table for free-will donations.
- Service with a smile:
 - Place ceramic cups (located in the top cabinets marked “cups”) on a silver cart in the kitchen so you have easy access to cups for serving coffee.
 - Pour coffee in the ceramic cup and serve to guest or member with a smile and “good morning!”
- Finishing up:
 - After 11:15am: clean-up dishes, ceramic cups, coffee pots, air pots, all tables, and kitchen
 - After washing dishes, use sanitizer in the far right sink (follow instructions located by sink).
 - Be sure the coffee pot Off /On switch is moved to the Off position.
 - Collect monetary donations into an envelope (located by the microwave) and take to office for counting or place in the depository between the front entrance doors outside the sanctuary. (*These donations further support this Hospitality Ministry as well as OSLC Ministry fundraising goals.)

That's all there is to it! We invite you to become involved in sharing your gifts in this *easy and fun* Hospitality Ministry.