

HOSPITALITY GENERAL INFORMATION

Ideas of what to bring for food:

- Cheese & sausage tray
- Cookies, bars, cakes
- Muffins, breads, donut holes, snack mixes
- Please bring enough for about 100 people. You may use trays the church has in the kitchen, or your own. Any leftovers can be stored in the freezer or you can take them home if you would like.

If you notice any supplies running low, please add to the shopping list on the refrigerator door.

Coffee



- Start coffee prior to the start of worship service time. Brewing time is **45 minutes**. Coffee, creamers, sugar packets are located in the corner lazy susan. Use the large coffee pot to make a full pot of regular coffee. Use the small pot to make 55 cups of decaffeinated. The measurements are posted.

NOTE: Ed Klitzke is typically here to assist with making the coffee each Sunday morning.

- After the coffee is done perking, pour into the coffee carafes. Typically, volunteers leave the sanctuary once they take communion to start filling the carafes and get the food on the table before the service ends.



Table Setup:
Styrofoam cups, paper cups,
sugar, creamer, teas, etc.

Hot Water (Seasonal)

- For hot chocolate and tea, run water through the small silver coffee pot. Pour the hot water into the carafe labeled "hot water". Hot chocolate canister is located to in the lower cabinet to the left of the oven.

Lemonade & Ice Water

- Lemonade is stored in the lazy susan cabinet also. Mix 2 (2-quart) pitchers of lemonade, and 2 pitchers of ice water. For summer service, begin with 1 pitcher as additional can be made as needed. Canisters are located in the lower cabinet to the left of the oven.
- The pitchers are under the center island cabinet doors (facing the sink).

HOSPITALITY TAKES CARE OF SETUP AND CLEAN UP

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Clean Up

- Please make sure to empty the grounds and leftover coffee from both coffee pots. They also need to be washed out.
- Rinse and/or wash carafes.
- Any dirty dishes need to be washed, wiped, and put away.
- Put away any extra cups, napkins, etc. from the hospitality table.
- Wipe down the counter tops and hospitality table.
- Any dirty dish clothes and rags can be left under the sink in the bucket.

Reimbursement:



Hospitality costs can be donated or turned in for reimbursement. There is a form that can be completed, found on the right-hand inside wall of the church office. Please complete the form, attach your receipt and place it in the wire basket.



Offering Box

Please remember to put the hospitality offering box, in our Church office, in the basket on Shelly's desk.

Thank you for volunteering for hospitality.

NOTE: In case of a medical emergency, please dial 911 and find the AED located on the wall outside of the kitchen.