

Sunday Fellowship Host

Fellowship hosts provide hospitality for the fellowship hour after worship. They are present in the Social Hall, monitoring the refreshments and otherwise making sure people have what they need.

Fellowship hosts should arrive no later than 9:30 a.m.

They should check in with the Hospitality Team Leader (Head Usher) in the narthex first.

Fellowship Hosts should wear their name tag and a green apron after worship (found in the kitchen).

(Note: If you are not able to host on a scheduled Sunday, please find your own substitute and make the switch in SignUp Genius.)

Fellowship Host Duties

Upon arrival

- Check in with the Hospitality Team Captain (Head Usher) in the narthex.
- Go to the kitchen and find the Serving Table Setup clipboard.
- Make sure coffee is made and out on the serving table along with sweetener, spoons etc.
- Place pitchers of water and carton of half-and-half on the table

After worship

- Check to see if coffee pots are full.
- Monitor coffee pots. Make another pot if necessary. It takes just 5 minutes to make a new pot of coffee. Instructions are part of the Serving Table Setup clipboard. Strive to waste as little coffee as possible.
- Be present in the social hall near the refreshments in case something else runs out or someone has a question.

At the end of the fellowship hour

- At noon, or when it appears most people have left, get a cart from the kitchen and bus all the coffee pots, cups, etc. back to the kitchen. Dirty dishes go on the counter next to the dishwasher. Coffee pots can stay on the carts along with the sweeteners.
- Put the half-and-half back in the fridge.
- Remove serving table cloth and place it on kitchen table to be washed.