

CUMC 20 N. Center St. Hospitality Table

Instructions

2014-2015

○ **Coffee**

Please start coffee by 7:45 to be ready by 8:30

- Use the coffee pot in the 2nd floor sinkette cabinet marked "COFFEE POT."
- Fill the coffee pot with water up to the 40 cup mark (30 cup).
- Add approximately 2 cups for 40 (1 ½ cups for 30) full of coffee (in cupboard) in the upper chamber of the coffee pot.
- Assemble the coffee pot and place it on a placemat on the hospitality table by the chapel.
- Make sure coffee maker switch is "on" (Coffee will begin percolating almost immediately after coffee is turned on)
- Please arrange sugar, creamer, stir sticks in the basket and place the basket & napkin basket & cups on the table...if any supplies are running low, refill with extra supplies found in cabinet marked "Hospitality Supplies."

○ **Donuts**

- Use one of the large baskets. Line it with paper. Place the donuts in the basket. Hold back some donuts and refill through the morning. Make sure to hold some back until about 10:00. There should be 4 to 5 dozen donuts each week.
- Place the donut holes in one of the small baskets. If there are 2 boxes refill as necessary.

○ **Money**

- Place the money basket on the table by 8:30. (Donations only.)
- After closing the table, please place the money in one of the white envelopes from the Hospitality cabinet in the sinkette and take it to the money counters in room 101 (classroom on first floor past the choir room).
- If you must leave the table, take the money with you (in the donut money envelope) but leave the basket.

- **Signage**
 - Place the "Staffing the hospitality" sign (should have your group's name on it) on the table.
 - **Wear your name tag!!!**
- **Staffing**
 - **Please have at least one person attending the table from 8:15-8:40 AM, 9:20-9:40 AM, 10:20-11:10 AM, and 11:50-12:15 PM.**
- **Cleanup**
 - Remove everything from the hospitality table.
 - Put baskets **back in the cabinets in the sinkette.**
 - Clean out and dry coffee pot.
 - Throw away garbage.
 - Return all reusable items (creamer, sugar, stir sticks) in the basket back to the Hospitality cabinet in the sinkette.
 - Wipe off the table.
- **Your Job**
 - While you and your group members are staffing the table, your job is to be a representative of our congregation and of your group.
 - Be friendly and welcoming to anyone who approaches the table.
 - Offer directions, maps, flyers about Sunday School classes and most importantly about your group.
 - You may post information about your meeting times, activities etc... by the table.
 - Keep an eye out for first time visitors. Escort them to the Sanctuary if necessary and hand them off to an usher.