

HOSPITALITY HOUR NOTES

Hospitality supplies are in room 201 in the Connection Room.

SETUP PERSON:

1. Make sure an empty airpot (remove inside spout) is placed below coffee filter area. Please keep a washcloth or towel on that small platform at all times for dribbles.
2. Remove plastic FILTER container, place a paper coffee filter into container, place 1.5 scoops of coffee into filter.
3. Pour ONE pitcher of water (filled up to line #1 & then to Line #2) into the top of the Coffee Maker. Be sure to CLOSE the little lid.
4. Coffee will empty into airpots. It takes 3 minutes to brew one airpot of coffee.
5. Put empty airpot under coffee filter area right away to catch drips.
6. Place full air pot onto long table in the Koinonia Room.
7. Place used filters and coffee grounds into ice cream bucket.

1 round table is set up for tea, hot chocolate with cups and napkins, spoons, tea bags, instant tea and chocolate. (The cold water and hot water will go out later by cleanup person.) Set up the **2 long tables**. Place the hospitality sign up clipboard on one. Tablecloths are below counter in kitchenette. 2 regular air pots and 2 decaf air pots will be on each table along with a basket of cookies. **Children's table:** Set out 1 pitcher for punch, put cookies in basket, napkins & cups. Use 2 large packages or 3 small packages of cookies only per week. Do not set up children's table in June, July or August.

CLEANUP PERSON:

1. Set out hot water on round table and mix children's punch with cold water just before the 1st service ends.
2. Baskets for donations are on the coffee cart. Place them on the high conversation tables. When the late Sunday service starts, empty the donation baskets and place the donation in the hospitality bank bag, located on the cart in room 201. Give to the ushers.
3. Check for refilling airpots often- the first half hour. You can begin to clean up when crowd greatly diminishes which is usually around 10:15. Take airpots and carts to kitchenette area to clean. Wash and leave them with lids open and insides left on cart. When cleaning off tables, put supplies back on the carts and return the carts to room 201.

If we are running low on any supplies let either ART BOLEN know or leave a note on the bulletin cart in the Servants' Qtrs. The coffee supply is taken care of by Abigail Circle. Donna Bever checks supply regularly, but please inform the church office if you are running low.

Never UNPLUG coffee makers

Always place fresh coffee
into filter and put into place,
BEFORE you add
ONE pitcher of water