

Responsibilities of St. Peter's Coffee Hour Host

Before Coffee Hour:

1. Arrive to set up at least 10 minutes before the ending of the worship service.
2. Set out snacks that you have brought on the table.
3. Take out from the closet and place on the table the following:
 - a. Creamer
 - b. Sugar and sugar substitute packets
 - c. Stirrers
 - d. Coffee Cups
 - e. Napkins
 - f. Punch cups if you are serving a cold beverage
4. During coffee hour, check to see if any items need to be refreshed and keep tables neat and orderly.

After coffee hour:

1. Unplug the coffee urns, dispose of the coffee grounds in the trash, dump remaining coffee in the closet sink and rinse the urns. Leave rinsed urns on the table.
2. Return unused items to the closet – including paper products, creamer, sugars.
3. Give away, throw away or take home remaining food. Creamers and sugars are to be stored in sealed plastic containers in the closet. PLEASE DO NOT LEAVE ANY OTHER FOOD OR CONTAINERS WITH FOOD IN THE CLOSET – IT ATTRACTS MICE AND PESTS.
4. Clean up any remaining trash on and around the tables. Wipe tables, and see that sink area is clean.
5. Place trash bags in the trash can on your way out of the Parish House (to the right outside as you are exiting into the parking lot).

*Thank you so much for your ministry of hospitality
To the people and visitors of St. Peter's.*