

## Sunday Hospitality – Main Activities

Optional tasks are in *italics*. **Be creative!**

### Whole Team – All Day:

- ☺ Come early for coffee. Talk/sit with anyone who is alone. Help visitors feel at home.

### Facilitator (8:45 to 12:30) – See separate list.

### Visual Display (Prepare in Advance, put up by 9:45):

- *Ahead - Coordinate display with Sermon theme if possible*
- *Put Visual Display in Sanctuary ... you can use pedestals or not ... be creative!*
- *Take a photo (e-mail to Betsy) & remove the display after the Service*



### Snacks (In advance):

- Please bring something... (Remember, some people like healthy snacks!)
- Bake or Buy . . . your choice



### Coffee Makers (8:45 to 10:00):

- Arrive by **8:45** for Early Coffee (coffee ready by 9:30)
- One coffee maker brings milk as indicated on chart (*and/or half-and-half ... up to Bringer*)
- Plug in coffee pot and turn on dish washer (**wait 15 minutes!**)
- Extra coffee above corner cabinet, above refrigerator, or maybe in Pantry
- Plan coffee quantities, find filters, start tea
- Put food table(s) near Sanctuary end of Social Room, *tablecloths optional*
- *2<sup>nd</sup> station for cream, sugar, tea, hot water in front of Library (not needed in summer)*
- *Put a few chairs around round tables for conversation, reading*
- *Hide excess waste baskets (usually only need 3 or 4)*
- Put out sugar, "cream" etc., with "cream" **on saucers** next to **signs** so they don't get mixed up
- Make coffee & tea (usually hot water & bags) and *put out cold drinks*
- Put tubs of warm soapy water on cart in Library (*hide extra waste baskets where it was*)
- Leave extra hot water on LOW with spoon in spout during Service
- *At 9:58 refill "cream" & put back in fridge during Service*
- At home: Send an e-note to Paula Ralph if we're running low on something



### Greeters (9:30 to 10:10 + 11 to 11:10 and pickup):

- Prepare Visitor Table:
  - Can be outside in nice weather
  - Name tags (Seasonal and First-time) and mug of pens
  - Visitor Cards on Clipboards and Welcome packets for Visitors
  - Little chits (Beliefnet, 4WGN, WSW, etc.), Religious Exploration Brochures
- **Decide** who will pass mic during Joys & Sorrows; tell Service Coordinator who it will be
- Greet new people when they arrive, have them make sticky nametags
- **Take** new Families to Barb Hunziker or Jean Wiant for orientation
- **Help** them fill out a visitor card or give them a clipboard to take into the Service
- Invite them back to the table after Service, especially if they arrive late
- Tell people about Induction Loop System for people with T-coil hearing aids
- *One Greeter stay in Lobby for first 10 minutes of Service; put table left of Sanctuary door*
- One or two Greeters return to Lobby **quickly** after Service for questions
- After Service: Put everything away in metal cabinet in office, put table back by bulletin board



### Ushers (9:30 to 10:15):

- Find Chimes, *learn to play*
- Rope off chairs for late-comers (last 3 rows on left)
- Stand at doors to Sanctuary and hand out programs
- Play chimes at 9:55 (*Good to walk through Social Room also while ringing*)
- Close doors at 10:00 and **hang** the "USE OTHER DOOR" sign outside on **ONE** door
- Remove ropes from chairs
- *If possible, one usher stay in Lobby for 5 or 10 minutes to direct people to other door*
- Put extra Orders of Service on round table by door through sliding wall
- **Don't use main doors (even the Ushers!)** during Service; send people through the door in the Social Room
- Pass collection baskets; put money neatly in a plastic wallet in safe in Office
- Count number of people during collection (include yourself, choir, speakers, in office, etc.); put tally sheet in top mail tray on Office Administrator's desk (in center of room)
- After Service: Return ropes, signs & baskets to cupboard in Office



### Coffee Servers (10:55 to 11:30):

- Leave Service 5 minutes before end (usually before last hymn)
- Replenish snacks on tables and remove covers
- Get **cream/milk out** of refrigerator
- During Coffee Hour, replenish snacks, refill cream, **make more coffee** & hot water as needed
- Help Guests (and others) find things
- Put stray cups in tubs on cart, help with spills, etc.



### Chair Movers (11:00 to 11:03 and 11:25 to 11:30):

- At 11:00 (the instant the Service ends), open the doors to the Social Room
- Stack last 2 rows of chairs and turn 3<sup>rd</sup> row around (*Maybe not needed in Summer*)
- Move the Food Table (perhaps one of two) into the back of the Sanctuary
- At 11:25, close the doors, and sweep up crumbs if needed
- Put the chairs back in rows.



### Coffee Clean-up (11:15 to 12:15):

- Rinse dishes (remove lipstick) and put in dishwasher
- Put about 1 tablespoon of soap in door of dishwasher and lock the door to start
- Put empty tray on top if there are light plastic cups
- Can let dishes **air-dry** briefly on counter; only blot puddles off bottoms of mugs
- Empty garbage & recycling, replace bags
- **Sweep floors** in kitchen & Social Room (brooms are in pantry or janitor closet)
- **Turn off dish washer and unplug coffee maker**
- **Separate Assigned Role:** Take home table cloths & towels to wash (not a hurry to return)

