

# Hospitality Ministry

The Hospitality Ministry is a special part of our church that helps encourage the fellowship among worshipers before and after service. Our desire is to have as many people to participate without a financial burden—please feel free to fill out a [VF Reimbursement Form](#) for refreshments and include the original receipts with the form and submit it to Emi Tsumaki.

Your contribution and volunteering to serve in this ministry is greatly appreciated.

- **Refreshments** should be kept simple, requiring minimal preparation or minimal onsite preparation or need for utensils. It is preferred that food be served in their original containers so that there is no need to wash any plates, trays, or pans.
- If you come to church and realize that you forgot to bring food OR see that food is running out, please do not leave church to purchase food. The food is secondary to having you worshipping the Lord as part of the church family and hearing the message.
- Every quarter SignupGenius.com will send you a notice via email. Please feel free to sign-up as often as you choose. Please note that you do NOT need to have a SignupGenius.com account to pick a volunteer slot. Contact Emi with name, date and time.
- Each week two people are scheduled to provide refreshments; one will **set-up** and the other will **clean-up**. Please feel free to coordinate if you like. If you are the only one signed up just bring 2-3 items. Don't feel you have to fill the table. Emi will provide kitchen help on the spot that has not been filled.
- The supplies are in the kitchen cabinets across from the sink. Surplus supplies are stored in the storage rooms under both stairs. The storage room behind the sound booth has extra paper goods and utensils in the middle cabinets.

## **Refreshments and Set-Up Responsibilities-**

Arrive around 9:00. Set up Drink Cart with supplies. Roll out cart when Coffee and hot water are done. (Around 9:50)

### **For a REGULAR service, make:**

- ◆ Coffee -24 cups in the silver coffee urn.
- ◆ Lemonade - 1/2 of the dispenser.
- ◆ Hot water - 2/3 of the dispenser.

### **For Special Occasions** (e.g. Easter, Baptisms, Christmas etc.):

Make all to full capacity. Fill 2 Coffee Urns. Start 1<sup>st</sup> urn upon arrival and 2<sup>nd</sup> urn brew during service.

### **Drink Cart- Refill**

- ◆ Cups ◆ Stir Sticks ◆ Tea bags ◆ Cocoa Mix ◆ Other condiments

### **Set-up the Refreshment Table**

Clean Table. When using Clorox Cleaner be careful not to get it on your clothes it will leave a bleach stain.

### **Set out**

- ◆ Napkins ◆ Food boats ◆ Forks ◆ Spoons

**Refreshment and Clean-Up Responsibilities-** Arrive any time before service, no earlier than 9:00, to prep the food you brought. (e.g. putting chips in bowls, items on platters, set-up crock pots etc.) Everything must be on the Refreshment Table 5- 10 minutes before worship & service.

### **During fellowship (after service):**

- ❖ Replenish Refreshment Table with Napkins, food boats, forks, & spoons as needed.
- ❖ Replenish Drink Cart with supplies. (e.g. condiments, cups etc.) As needed.
- ❖ Condense or remove plates as they dwindle down.

### **Start clean-up around 11:30**

- ❖ Freeze any remaining lemonade in the provided containers or fill the containers with water for the following week.
- ❖ Wash and dry coffee makers, lemonade container, and bowls/platters and serving utensils that were used.
- ❖ Be sure to clean the coffee maker tube with the provided brush. Hanging on the dish towel rack.
- ❖ Take home or toss out perishable food. Do not keep in refrigerator.
- ❖ Put away all supplies that are on the refreshment table and any other supplies.
- ❖ Wipe down the refreshment table, drink cart and kitchen counters. When using Clorox Cleaner be careful not to get it on your clothes it will leave a bleach stain.
- ❖ Wring & hang damp towels to dry on towel rack, ends of Drink cart, or dish rack.