

# Sunday Worship Fellowship – Narthex Guidelines

*Thank you for hosting!*

**Purpose:** *Christian hospitality -- mingle, welcome and connect others. Enjoy!*

## What's in place for you:

- Coffee, hot water – prepared and set out (*thanks, Jose!*)
- “Host” posters – introducing you/your ministry as appropriate (*thanks, Connections team!*)

## What you get out from coffee cabinet:

- All coffee/tea/water supplies
- Platters for your snacks

## What you bring:

- 1 quart of milk or half & half (*no juice or other drinks*)
- Snacks -- Approximately 20 dozen finger foods (to cover two services; cut quantity in half if you are splitting the morning with someone else)  
*Suggestions:* mini muffins, donut holes, cookies, bagels cut into fourths, sliced breads or pound cake, pretzels, cheese and crackers, grape clusters, vegetable sticks and dip. Keep it simple!
- Program handouts or display – if you are hosting on behalf of a program or ministry

**In coffee cabinet** (*tall white cabinet inside coat closet*) **you will find:**

- Coffee & water cups, napkins
- Sugar/sweeteners; powdered creamer, stirrers
- Small creamers for milk
- Large pitchers for water
- Plastic platters for your snacks
- “Fellowship Host” tags – hanging from hooks on door front
- Clean-up kit – on top of cabinet

## What you set up (before service ends)

- Arrange your snacks on round table
- Set out all coffee/tea supplies on long table alongside coffee urn
- Fill water pitchers (water cooler near portico entrance); fill a few cups to start
- Arrange your program displays (*standup frames are in the table drawer; easels are in the coat closet*)
- Put hot pink “fellowship host” name tag on and have your fellow hosts do the same!
- Smile and mingle as worshippers leave the sanctuary
- Neaten up after first service (*to protect the food in between, there is a plastic cloth in fellowship table drawer you can use to cover the snacks*)

## Clean up after the second service – *takes about 15 minutes*

- Bag refuse (garbage bags in table drawer); leave bags behind long table
- Wash creamers and trays (*use Martin Hall sink*); wipe tablecloth and tables
- Return all supplies to coffee cabinet
- Remove all materials you brought with you
- Take any food leftovers with you
- Jose removes the coffee urn and collects the trash

*A clean-up kit is on top of the coffee cabinet to make this as easy for you as possible. Please take everything you brought. Thank you for attention to this important aspect!*

## Questions or issues?

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