

COFFEE HOST/HOSTESS INSTRUCTIONS:

You will be responsible for preparing coffee and providing light refreshments in the narthex kitchenette after the first service, at about 9:00 a.m. Your duties include the following:

Purchase or prepare finger foods, such as donut holes, coffee cake, or cookies or crackers equal to about 10 dozen small servings. (Please don't get grapes, powdered sugar donuts or other items that might present a problem if dropped on the new carpet.)

Items may be purchased at any Champaign-Urbana County Market store and charged to the Grace Lutheran Church account. Please limit your purchase to \$15-\$20. Before you shop, go to the customer service desk and ask for a tax exempt charge slip. Select the items you wish to purchase and go to the checkout line. Tell the checker that this is a tax exempt charge BEFORE he/she begins to ring up the sale. The checker will have you verify the amount of the purchase and sign your name on the charge form and the tax exempt sheet. You will receive a copy of the charge form and the cash register receipt. Please fill out a payment request form, indicating that you have made a charge purchase at County Market and that it is to be paid from the Hospitality Revolving account. Attach the charge form and the receipt to the payment request and put them in the Hospitality Committee mailbox.

- 1. On Sunday morning: Plug in the Bunn coffee brewer, keeping the cart in the kitchenette. Allow at least 20 minutes for the green light, signaling it's ready to brew coffee. Have 2 pots of regular coffee and one pot of decaf brewed by the end of the 8:00 service. Set the hot plate on the counter and set the pots there for easy access.**
- 2. Use the white electric carafe or small white coffee maker for hot water. Put an assortment of tea bags, as well as creamer, sugar, and sugar substitutes on the counter. Be sure to also place the donation basket and sign out with the refreshments. Trays of clean mugs are in one of the cabinets; coffee is in the drawers. Set one of the carts just inside the kitchenette door with trays for dirty mugs.**
- 3. Please keep coffee available until just before the 10:30 service, then clean up the kitchenette and serving area. Please wash cups and silverware in the dishwasher, unplug the Bunn, empty and rinse the pots.**
- 4. Before you leave, put the money into an envelope marked "coffee hour," seal it, date it and put it in the offering plate or in the Financial Secretary's mailbox. Envelopes, as well as extra coffee supplies, are in the drawer with the coffee packet.**