

HOSPITALITY checklist for COFFEE HOUR

Please note: The coffee is already prepared and the heat/AC turned on early each Sunday morning. There should be drinks and coffee cream in the refrigerator.

1. Arrive a few minutes early with your two “Keep it Simple” food donations and check the pantry for the small plates, napkins, and plasticware that you will need. Verify that coffee pot is turned on.
2. Leave church right after communion and return to uncover the goodies, put creamer by coffee pot, and begin to get few drinks (lemonade, juice, or water) ready on the side table.
3. To finish up after coffee hour:
 - a. Pull the plug on the coffee maker and teapot.
 - b. Wash up and put away any utensils, the extra paper plates, etc. in pantry, & return drinks and creamer to refrigerator.
 - c. Empty coffee maker --- throwing the coffee grounds in the flower bed in the back of Berberich Hall. Rinse out coffee maker with water and leave to drain and dry on sink counter.
 - d. BAG to remove the trash which needs to taken home for trash pick-up. There is no trash pickup at St. Luke’s.
 - e. Sweep up the floor.
 - f. Turn off the circuit breaker for the Water Heater.
 - g. Turn the thermostat to the “OFF” position and during the winter , turn on the heating radiator in the bathroom.

THANK YOU for your participation in this very important part of St. Luke’s fellowship and ministry.