

Reformation Lutheran Church, Media PA

Position Description

EARLY SERVICE FELLOWSHIP HOUR HOST

Purpose: Support ongoing efforts to WELCOME all who worship on Sunday

Time Commitment: 10-15 mins before service / 20-30 mins after service

NOTE: You may – but are not required to - bring snacks to set out for congregation. There will always be a variety of snacks under the rolling carts, and juice in the fridge.

Responsibilities:

- Arrive 10-15 mins before start of worship
- Make sure coffee urns are plugged in and brewing
IF NOT: add pre-measured decaf and regular grounds to marked urn and plug each urn in separate outlet.
- Make hot water in portable tea pot, and transfer to hot water dispenser
- Make sure there is a supply of cups and lids
- Set out coffee and tea items such as stirrers, sweeteners and creamer
(creamer is in fridge)
- Leave worship after Communion or at the start of the final hymn to prepare snacks.
- Set out snacks on trays or baskets located in cabinets in kitchenette.
- Set out plates or bowls, and napkins
- Pour some cups of juice
- After fellowship, tidy up area for late service host. Wash any empty serving trays.