

Reformation Lutheran Church, Media PA

Position Description

LATE 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
- Check hot water dispenser. If refill is needed, boil water in portable tea pot and transfer to dispenser.
- Make sure there is a supply of cups and lids,
- Check on coffee and tea items such as stirrers, sweeteners and creamer (if not out, creamer is in fridge)
- Unplug coffee urns after sermon
- 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, wash any used trays or utensils. Dispose of used coffee grounds and hot water, and rinse out coffee urns.
- Put all coffee supplies in rolling cabinets. Put creamer in fridge.
- Wipe down rolling cabinets and sink area