

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?

Contact Elizabeth Rabinowitz, Connections Team member, at (203) 431-8502 or egrabinowitz@gmail.com