



St. John's Episcopal Church

524 Washington • Grand Haven, MI • 616.842.6260 • stjohnsepiscopal.com

Last Updated: October 6, 2014

Coffee Hour Guidelines for St. John's Hospitality Workers

These instructions are for hosting regular Sunday Coffee Hours. When you are the Hospitality Worker for a special event or reception, you can either provide something more fulsome or ask the Parish Office to put out a sign-up sheet for people to bring snacks or desserts. For special receptions and occasions if you'd like to have alcohol, contact the Parish Office for the Alcohol Policy Form. The Application to Serve Alcohol must be approved by the Vestry, so you want to turn it in at least one month in advance.

1. What to bring?

- Snacks can be simple but should be plentiful. Excellent options are: bagels and cream cheese, cheese and crackers, veggies and dip, cookies, fruit, coffee cake, or any “finger foods.” Some hosts enjoy providing something more elaborate—which people always enjoy—but that expectation is not for everyone. The goal is not to provide brunch, but to offer a warm and welcoming space, with nice snacks, for people to fellowship and, most importantly, welcome newcomers and guests to our parish.
- Many people like to bring a gallon or two of juice in addition to snacks.
- Some people also bring table-cloths or other decorations. That is not required.

2. What does the church provide?

- Sugar, stirrers, plates, cups, cutlery, napkins.
- Half and half, labeled coffee hour, and in the fridge.
- Ground coffee in the canisters by the coffee machines.
- There are also several platters in the kitchen cupboards for you to put food on.

3. When to arrive and what to do?

- The Nursery Workers now make all the coffee when they arrive. That means, your only first responsibility is to get everything set-up the way you want it. If you attend the late service, you can either do it by
 - Arrive early, before Faith Formation starts at 9:30am,
 - Set-up after Faith Formation Hour ends (10:15am, giving you about 15 minutes before the service starts), or
- The wooden table for food should be pulled away from the wall so that it is facing people right when they enter the Parish Hall. You can set out your food on the table early, covered with plastic wrap.
- *If the weather is nice, feel free to set-up a table on the walk by the doors so that people can be encouraged to fellowship outdoors.*

4. Coffee Hour itself.

- After you receive communion, head out into the Parish Hall to finish your pre.
- First, check to see if any of the coffee urns are empty. If they are, please make more.
- Next, pull off plastic wrap and finish setting up food.
- If a platter gets empty, bring it to the dishwashing window.
- Often the Loving Spoonfuls crew will have already turned on the dishwasher. If not, follow the instructions to do so. Please run the dishes through before you leave so the Loving Spoonfuls crew doesn't need to clean up after us!

Thank you for helping St. John's be a place of welcome to all people!

Worship God. Be Transformed in Christ. Change the World.

St. John's is a diverse Christian community, following Jesus' teaching through liturgical worship, transformation in the mind of Christ, and the pursuit of reconciliation and justice in God's creation.



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