

## TO THOSE VOLUNTEERS SERVING AT COMMUNITY HOUR

### OVERALL

A couple of years ago we ramped up Community Hour to entice people to stay longer and be in community with one another. The church provides some food, cheese and crackers, an assortment of hot foods when appropriate. Peter heats the food and brings it to the table. It would be wonderful if the servers provided a centerpiece of some sort, provided some fruit and perhaps some fruit breads or veggies. Whatever appeals to you.

Four people are generally needed to serve when in the auditorium if the large urns in the kitchen are used. Two people to serve coffee, one at the lemonade table and one runner. The servers leave the church service during the last hymn to get ready.

### STAFF

The staff on duty purchases the milk, makes the lemonade, makes the coffee and heats the hot water in the large commercial coffee maker around the corner in the kitchen. Coffee is in the left and right unit (one is marked decaf) and water is in the middle. The unit takes 40 minutes to heat the water to the correct temperature but then makes 200 cups of coffee every five minutes plus all the hot water needed.

The staff sets out the metal pitchers for tea, regular coffee and decaf coffee on the rolling trays (regular coffee goes in the silver-top pots, decaf coffee goes in the orange tape-top pots and tea goes into the black top pots).

The staff also sets up the tables, places the coffee cups, spoons, tablecloths, napkins and sugar bowls directly on the tables. They often set up between 10 and 10:30 so do not panic if it's not all set up before the service.

The staff will clean and take down the tables, clean the floor areas and clean the commercial coffee urns.

### VOLUNTEERS

Servers leave the church service during the last hymn to get ready. Go to the kitchen to get the milk pitchers and lemonade from the refrigerator. Fill the coffee and tea pots and roll to the auditorium. (Volunteers should not have to touch the commercial unit except to pour coffee/tea into the serving pots.) When in the Memory Garden the coffee urns will be on the stone wall behind the serving tables. Pour, smile and have a good time.

At the end of Community Hour, the volunteers are responsible for clearing the tables, disposing of the tablecloths, washing the coffee pots and milk pitchers and putting away any perishables.