



First Presbyterian Church

270 Woodbridge Avenue
P.O. Box 385
Metuchen, New Jersey 08840
732-491-2300
Fax (732) 491-2320
Website: www.fpcweb.org

July 1, 2009

The **after-worship refreshments** are an important part of the Sunday morning program, and the Evangelism & Nurture Commission is asking the following Church groups to be responsible for the after-worship refreshments in the coming months:

- SeptemberPersonnel Commission
- OctoberChristian Education Commission
- NovemberEvangelism & Nurture Commission
- December.....Community Nursery School Board
- January.....Finance Commission
- FebruaryIndonesian Fellowship
- MarchWorship Commission
- AprilBoard of Deacons
- MaySession
- JuneMission Commission
- July & AugustPresbyterian Women

Two or three people is all that is necessary, and all the supplies for coffee and tea are readily available in Room 109, with the exception of milk, which you are asked to contribute.

The coffee and hot water for tea are prepared by the Building & Grounds staff and the pots are cleaned by them. It's a good safety idea to unplug the pots before leaving, even though the staff checks on them.

The Church no longer supplies cookies, but they are often contributed by the host group. It's an option that is appreciated by the guests!

Instructions are posted in Room 109. Your volunteers should arrive at 9:00 AM to set up in Room 109, and should leave the worship service during the last hymn.

Sincerely,

Evangelism & Nurture Commission

Refreshment Time Responsibilities

*Thank you for hosting the after-worship refreshments in Room 109.
This fellowship time is very important for our Church family, and the Fellowship
Committee appreciates your efforts in making it happen!*

BEFORE WORSHIP.....

1. Coffee and hot water are prepared by Robin Kellner or a member of his staff.
2. You need to put napkins, cups, sugar, tea, Sweet & Low, and stirrers by the coffee and hot water pots. Supplies are in the wooden cabinet (mini-kitchen area) in Room 109, i.e., tablecloths & trays.
3. You supply a half gallon of milk**PLEASE TAKE ANY LEFTOVER MILK HOME.** Fill the milk pitchers and place them by the coffee pots; the pitchers are in the cabinet in Room 109.
4. Bring cookies and/or coffee cake, arrange on trays and leave on the table.

AT THE END OF WORSHIP.....

1. When the last hymn starts, leave the Sanctuary and go to Room 109
2. Pour a few cups of coffee at a time to help the line move quicker
3. Greet those attending!
4. When necessary, refill milk pitchers, etc.

CLEAN UP.....

1. Wipe the plastic tablecloths with a wet cloth; wipe dry, fold and replace on shelf
2. Wash the milk pitchers; return them to the cabinet
3. Throw away the garbage which is next to the sink/counter in Room 109.
4. Put supplies away in the cabinet
5. Do not unplug the coffee pots since the Indonesian Fellowship use Rm. 109 after their Noon worship.

**Check with the Church Office to confirm that refreshments are needed on your assigned weeks.....there are a few Sundays during the year when they are not!
Also, be sure to get a substitute if you are not able to be there. If you do not show up on Sunday morning, no one will know until it's too late!**