



First Presbyterian Church

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August 14, 2018

SUBJECT: AFTER-WORSHIP REFRESHMENTS

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

September 2018 Worship, Arts and Community Life Commission
October 2018 Youth Commission
November 2018 Congregational Life Commission
December 2018 Mission and Outreach Commission
January 2019 Christian Education Commission
February 2018 Personnel Commission
March 2019 Stewardship Commission
April 2019 Board of Deacons
May 2019 Finance Commission
June 2019 Members of the Congregation
July 2019 Presbyterian Women
August 2019 Congregational Life Commission

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. Please clean up after the coffee hour. The Indonesian Fellowship usually uses the coffee and hot water prior to their Noon worship service.

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

Congregational Life 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 Jonathan Hollenbeck 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 milkPLEASE 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 prior to 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!**