

RIVERVIEW HOSPITALITY INSTRUCTIONS

Thank you for making our church a friendly, comfortable place to worship by serving hospitality leaders at the coffee bar on Sunday morning.

Since this is a new experience for our church, this will be an evolving list of instructions. Please let the office know on Monday morning what may need to be adapted along the way and if we are low on supplies.

General Instructions:

Arrive at church by 10:15 on your designated Sunday.

Prepare coffee so parishioners can fellowship prior to the start of church

Prepare coffee to have available after church.

It is not necessary to attend the coffee bar during worship.

Coffee maker instructions:

1. Put one packet of coffee in each basket.
2. Remove the lid from the thermos' labeled "coffee."
3. Place the thermos under the basket.
4. Push level for a full pot (Top Picture)
5. When the timer reaches zero, place the middle in the thermos and close lid.
6. Set each prepared thermos on the coffee bar.

Suggested amounts are:

1. Two thermoses of regular coffee
2. One pot of decaf (half thermos is plenty, push appropriate level)
3. One thermos of hot water for tea

Additional items:

1. Drink dispenser of ice water.
2. Supplies (cups, tea, hot chocolate) are in the center of the blue cupboard. Set on top of coffee bar

Hospitality suggestions:

1. Replace/refill necessary beverages, supplies as needed
2. Greet and assist individuals as they approach the coffee bar before and after church.
3. When most are finished, dispose of remaining coffee.
4. Rinse each thermos
5. Put supplies back in cupboard
6. Wipe off counter

If you are unable to participate in hospitality at Riverview, please contact someone else on the sign up list to trade Sundays or to substitute on your behalf.

Once, again, thank you for your assistance in making this exciting endeavor a success at Riverview Church.