

## Hosting Coffee Hour

The Hospitality Team is inviting BUF teams, committees and Chalice Circles to share the many services they are contributing to our fellowship by hosting Coffee Hour. This is an opportunity to gain more visibility and make members and visitors aware of all the ways they can serve at BUF. The Sunday your group is hosting, your name is listed in the Order of Service and a brief description about the services you provide is mentioned during announcements. You also have the opportunity to set up a table in the Social Hall during Coffee Hour. Having a table is optional but it does make your team more visible and available to chat with folks who want more information about services you provide.

### What hosting includes:

- **Bringing snacks** to enjoy during Coffee Hour (baked or bought are welcome), and putting out those others bring;
- **Helping Alison put the food out** and asking if she has any other requests for help;
- **Make 2 large pots of regular and 2 airpots of decaf** (Frank or Alison can give instructions on this). Monitor coffee to see if more needs to be made;
- **2-4 team members arriving at 9:45-10:00ish** to set up a table in the social hall, make coffee, put out donation jars and goodies.
- **Be sure to have information available**--perhaps a poster or sign, flyers and sign-up sheets for follow up;
- **2-4 team members to be at the table after service** to answer questions;
- **2-4 people to take table down** and help Alison clean up the food leftovers;
- **Count the money in the donation jars** (2 people counting), place in one of the envelopes and write amount on the outside of envelope. (Envelopes are in the bottom of the Welcome Kiosk in the Social Hall);
- **Put the envelope through the slot in the safe** located on the floor behind the door in the office workroom upstairs.

If your group is interested in hosting a Coffee Hour, please visit the Hospitality Team's Sign Up Genius <http://www.signupgenius.com/go/60b044dafae283-winterspring> or contact Sheryl Allen (360-778-1170 or [sheryl@sherylallen.net](mailto:sheryl@sherylallen.net) ) with the date you have chosen. Advance notice allows time for listing your group's name in the Order of Service.

**Below are Sign Up Sheet categories for your committee/team members. Simply copy and paste add more space for names and contact information as needed:**

If you are available for any of the Coffee Hour hosting duties, please sign up on the schedule below. (If you can be an alternate please note)

- **Contribute snacks or treats:** Designate **R** for regular or **GF** for Gluten-free
  
- **Arrive by 10 am to set up table, make coffee and help Alison put snacks out:**
  
- **Host Table during Coffee Hour:**
  
- **Take table down, collect and count coffee money and help Alison put any leftovers in the freezer:**