

Hosting Coffee Hour

The Hospitality Team invites all of BUF's teams, committees, affinity groups and Chalice Circles to host one or more Coffee Hours each year. In return for providing the treats and healthy snacks for everyone to enjoy during coffee on the Sunday of their choice, the group has an opportunity to set up a table in the Social Hall to inform those in attendance about the activities and benefits of participation in their group. The Hosting group's name will be published in the Order of Service along with a brief description of their work, and they will receive recognition during Announcements on the date they are Hosting.

Advice for Coffee Hosts:

- Deliver trays or plates of ready to serve snacks to the service counter 15 minutes prior to the Service
- If your item needs additional preparation to be ready for service, deliver it to the kitchen, allowing plenty of time for building staff to prepare it
- Be sure to have one or more gluten free selections
- Provide ingredients labels for those with food allergies or intolerances
- Arrive early to set up your table in the Social Hall to display your group's information – perhaps a poster or sign, flyers and sign-up sheets for follow-up
- Have 2 or 3 people scheduled to attend the table after Service to offer information and answer questions
- Take down the table and put it away when done
- Ask the building staff if any help is needed, such as counting donations

Any group wishing to host a Coffee Hour may schedule using the Hospitality Team's Sign-Up Genius: <http://signupgenius.com/go/60b044dafae283-winterspring>. Contact Judy Kasper for assistance if needed and to report your date for Hosting so she can arrange for publication in Order of Service: kasper.jm828@gmail.com, (360)656-6748.