

FIRST UNITED PRESBYTERIAN CHURCH

COFFEE HOUR WORKER

MINISTRY DESCRIPTION



Bible Verse: “Show hospitality to one another without grumbling.” 1 Peter 4:9

Objective: *You will help FUPC to glorify God by extending the hospitality of the Church to all who attend worship and Sunday School by preparing and serving coffee and breakfast foods in a welcoming atmosphere for enjoying conversation and connection.*

Result 1: Under the leadership of the Coffee Hour Coordinator, volunteers perform all routine tasks. Such tasks include:

- Set up coffee and tea on Saturday or early Sunday morning
- Set tables with linens, decorations, and paper supplies
- Arrange food on tables including breakfast foods, coffee condiments, etc. and refill supplies as needed
- Clean Cornell Commons kitchen after second service and deep cleaning quarterly
- Wash all serving utensils and rinse coffee urns
- Take home and wash any lines used and return them prior to the next event

Result 2: Determine the annual budget for coffee hours and special events with the Hospitality Ministry, Session, and pastoral staff. Ensure that the budget requirements are met and expenses reported to the Coffee Hour Coordinator.

Result 4: Recognize all volunteers with some form of thanks provided by the committee or pastoral staff.

Result 5: Coordinate dates for all special events with the pastoral staff. Special events typically include:

- Ordination and Installation of Officers
- Easter – Coffee Cake Sunday
- Pastor Appreciation Day
- Baptisms, New Members, Confirmations
- Welcome and Farewell Receptions for staff
- Others as determined with the pastoral staff

Result 6: Coordinate the nature of and requirements with the pastor staff regarding special events and the scheduling of any staff necessary to support the special event.

Result 7: Develop a published schedule of all known events with enough people or groups recruited to serve as coordinators and volunteers for the weekly coffee hour and church-wide and special event receptions.

Result 8: Develop written instructions for event coordinators and volunteers that identify required tasks, the budget allotment, and direct them to the necessary supplies and equipment.

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Result 9: Inform the congregation of upcoming events by publicizing them in the e-Weekly, *the Steeple*, the bulletin, posted signs, and other ways as appropriate.

Team Composition (number): Session Elders, five (5) to six (6) lay members, pastoral staff advisor.

Time Commitment: Up to five (5) hours per month (committee meetings, communication, *the Steeple* articles, bulletin announcements, recruitment, and event planning as appropriate).

Special Talents and Skills Preferred: Strong organizational skills, attention to detail, a people-oriented attitude, willingness to complete tasks without much supervision, willingness to work cooperatively with other volunteers.

Spiritual Gifts: Giving, Hospitality, Mercy, Shepherding.

Support and Accountability: Coffee Hour Coordinator, Hospitality Ministry, Pastor, Session.

Resources and Training Provided: Guidance and orientation by Coffee Hour Coordinator and Hospitality Ministry.

Requirement: None.

Thank you for considering this important ministry.