**St. John Lutheran Church**

Hospitality Responsibilities & Checklist

**Responsibilities**

The purpose of the Hospitality Team is to provide a welcoming atmosphere on Sunday mornings for members and visitors. By providing snacks, we encourage people to stay longer, mingle and chat. By making sure we have information out & available, visitors can easily find brochures and event material.

**Provide & set-up snacks and drinks following Sunday services.**
“Snacks” might be cookies, mini-muffins or some kind of sweet treat. During summer months, lemonade is provided and in the fall/spring/winter, coffee is prepared. Snacks do not need to be elaborate or homemade! It’s more important to have the credenza set-up and prepared, ready when people exit church and greet Pastor Sarah. By having a thoughtful area of snacks, it shows our members and visitors we’re excited to have them with us on Sunday.

*Quantities:
8:15 – average 45 people | 10:30 – average 55 people*

**Ensure information and takeaways are stocked.** Each week check areas where church information and brochures are displayed. If quantities are low, alert Vicki and Pastor Sarah.

**Checklist**

**Before Services**

* Set-up coffee area – coffee machine will be prepared on Fridays and needs to be turned on Sunday morning before first service (Pastor Sarah usually does this, but please double check).
	+ Powdered creamer, sugars, stirrers and cups are found in the credenza.
	+ Replenish any supplies that need it – additional coffee supplies are in the kitchen cabinets to the left of the refrigerator. If something is low in the kitchen cabinets, notify Vicki and Pastor Sarah.
* Set-up snacks – there is a supply of cookies in the credenza that can be plated and put out. Any snacks brought from home can be put out on the credenza.
	+ Disposable plates can be found in the kitchen, cabinets along windowed wall. Decorative plates are found in the kitchen island, last cabinet on left.
* Put out napkins or plates. Plates and napkins are found in the kitchen, cabinets along windowed wall.
* If more coffee needs to be prepared, regular coffee pouches are kept in the kitchen refrigerator and decaf pouches are in the credenza. Each pouch is sized for the small dual coffeemaker.

**After 10:30 Service**

* Remove or package any remaining food.
	+ Make sure open package of cookies are well sealed. (Storage bags are kept in kitchen, cabinets left of refrigerator.)
	+ If you are using leftover snacks for the following week, please take them home versus storing in the kitchen/refrigerator.
* Turn off & unplug the coffeemaker. Coffee station will be cleaned up on Monday morning.
* Replenish information areas:
	+ *1st Floor, hallway by side entry*: Word of the Season devotional books, seasonal flyers
	+ *Great Room, info tower*: Child & Youth brochures, Simply Giving information, Name tag basket, Visitor brochure
	+ *Great Room, credenza*: Name tag basket, Visitor gifts, Business cards
	+ *2nd Floor, landing by elevator*: name tag basket, Business cards, Child & Youth brochures
* Remove any outdated material or flyers for events that have passed.
* If information materials are needed, notify Vicki and Pastor Sarah.