

INSTRUCTIONS FOR HOST FAMILIES

Logistics

1. Please arrive early (30 minutes before worship).
2. Set up one table and chairs (get help if needed).
3. Get coffee and snacks ready for distribution.
(Coffee and supplies are in cabinets to the right of coffee pots)
NOTE: Set up children's items on rolling cart and place in Sunday school hallway
4. Following communion, proceed to kitchen, start coffee (regular and decaf), water for tea, and set snacks out.

As things wind down:

5. Clean all counters and tables and dishes.
6. Empty garbage.
7. Rinse recyclables and place in blue bin outside back door.
8. Take down table and put it and chairs away in closet.
9. Make sure there is nothing left lying around in Parish Hall.

First name on list: Bring 1 lb of regular grind coffee, milk and a snack
Second name: Bring fruit juice and cookies for the children

If you can't serve, find someone from your team to switch with you and notify team leader.