

Fellowship Hosts...

Worship Committee wishes to thank you for hosting Fellowship this Sunday, it is appreciated!

Reminders to our hosts:

1. Tablecloths, punch bowls, pitchers, serving trays, serving spoons and spatulas, etc. are kept in the cupboards above and below the sink in the Steele Commons room upstairs.
2. The coffee pot (1 ¼ cups coffee for a 30 cups of water, unless using some special blend of coffee then refer to directions on the package), coffee, coffee filters, creamer, sugar, paper cups (hot and cold), napkins, paper plates, plastic forks and spoons, etc. are kept in the room between the secretary's office and the minister's office.
3. You can begin setting up after Sunday School dismisses so you don't disturb the Sunday School class in the Steele Commons Room.
4. Please **do not** serve red or purple punches. This is to avoid stains on the carpet.
5. Keep your refreshments simple to avoid spillage and less work and cleanup for yourself.
6. Please wash and dry all dishes/coffee pots that are used and **put them away where you found them**. There are towels and dishsoap so you do not have to bring your own. Also, return all

unused supplies where you found them in the work room between the two offices so they will be there for the next group/person that hosts Fellowship Hour.

7. Clean and/or launder tablecloths and return to the cupboard before the following Sunday to be used again by the next person/group hosting Fellowship Hour that week.
8. Wash off all tables and/or chairs in the Narthax **and** the Steele Commons Room.
9. Replace any tables and/or chairs to their proper place from the Narthax **and** in the Steele Commons Room.
10. **Vacuum carpet** in the Narthax **and** the Steele Commons Room (there is a vacuum is in closet of Steele Commons Room closet).
11. Coffee grounds can be emptied into the trash cans. **Remove trash bags** from all trash cans in the Narthax **and** Steele Commons Room, and take the trash bags to the outside dumpster so the building doesn't smell and they attract mice and insects. If needed, there are more trash bags in the room between the secretary's office and the minister's office.
12. Please **clean up and wipe down the counters** in the work room between the two offices before leaving. This room is used during the week for other functions. It is not the church secretary's job to clean up after us.

All of these guidelines make it easier for the next person/group that hosts Fellowship Hour and makes it easier for you when it is your turn. Please read these over before you get to the church on Sunday and take them with you to follow to ensure that you have done everything requested of you.

If you notice that we short on any supplies, please contact me and we will see that they are replenished. If you have any other questions, please feel free to contact me.

Thanks, again for helping with Fellowship Hour this Sunday morning.

Worship Committee

Pat James

303-469-1251 (daytime)

303-287-8762 (evenings and weekends)