

Coffee Hour Guidelines



Duties for “Primary” Volunteer

1. Purchase Food—(this is optional).
2. At 9:00 a.m.: Make coffee —enough for two thermoses of regular and two of decaf. Watch to see if more is needed. Instructions are posted next to the coffee maker.
3. Put food (If any) out in Parish Hall at 9:45 a.m.
4. Put out food, dishes, utensils, etc. All can be found in the kitchen.
5. At 11:00 a.m. clean up, put cups in dishwasher—turn on if full.
6. Put up clean cups (plates/utensils), make sure trash is properly disposed of, etc...
7. Make a list of any staple items (coffee, tea, paper goods etc.) that we might be running out of on the shopping list on the refrigerator.

Duties for “Secondary”

1. Bring a small plate of either donuts or bagels or other light refreshment. This can be store-bought or home-made. Juices & hard-boiled eggs are also well received. You may submit receipts for reimbursement. Keep costs low, say \$10 or less.
2. Assist “Primary” in setting up and cleaning up.

Check Requests

If you wish to be reimbursed, submit receipts for food purchased, using the Check Reimbursement Form found [online here](#) or in middle section of the cubbies outside the parish office. Fill out, attach receipts and place in Eric Olson’s cubby.