

## **Refreshment Set-up Committee:**

- Set up the tall snack table in the foyer
- Prepare coffee, turn on
- Fill drinking water dispenser
- Set on kitchen counter:
  - Coffee accessories caddy (refresh cups, stirrers, napkins, sweetener packets, and individual creamers as needed)
  - 30-50 kids individually wrapped snacks from the pantry placed in kids snack basket

## **Refreshment Clean-up Committee:**

- Break down and put away snack table if needed
- Clean and store coffee urn and hot water dispenser
- Put away coffee accessories caddy in pantry
- Store or discard unused snacks
- Wash and put away any snack dishes
- Wipe off counters to leave kitchen clean

## **Refreshments' Server(s) (volunteers from the God's Servant's List):**

Volunteers provide individual snacks for adults (~14years old & up) only.

- Make or purchase adult only snacks. The snacks need to be readied as individual portions, such as:
  - small muffins, individual snack cakes, cookies, mini bagels, tea sandwiches, scones, fruit cups, deli meat & cheese skewers, individual veggie cups, mini quiche, donut holes, toothpicks with olives and cheese, etc...
- Place snacks in the kitchen ready to be served after worship

## Things to know:

- A separate Refreshments Set-up Committee will prepare and have out for you on the kitchen counter:
  - kids snack, placed in a basket (they are provided by the church)
  - premade coffee in large urn
  - coffee accessories caddy
  - pre filled water dispenser

## **WHAT TO DO:**

- *Before the doxology (towards the end of worship):*
  - Go to the kitchen, wash your hands
  - Bring out to snack table:
    - water dispenser and coffee urn
    - coffee accessories caddy (cups, individual creamers, stirrers, napkins, and sweetener packets)
    - kids snack basket
    - adult snack
- *During snack service time (between the end of worship and the beginning of Sunday School)*
  - Stand in the foyer next to the snack table
    - hand out the children's snacks (DO NOT GIVE THEM THE ADULT FOOD)
    - Monitor the adult only snacks, refilling as needed
    - monitor the coffee urn and water dispenser
    - refill coffee accessories caddy as needed
- *At the end of snack time:*
  - Clear the snack table, bringing all items back to the kitchen for the Refreshment Clean Up Committee to manage.