

When Your Event is Scheduled after coffee hour on a Sunday

Making coffee and setting up for coffee hour are not the responsibility of the hospitality teams. Making coffee and doing set up are done by the same team of four volunteers every Sunday, and are their only duties.

The duties of the hospitality teams are welcoming members & visitors, distributing Orders of Service, collecting the offering and counting the amount received, cleaning up after coffee hour, and making sure the doors are locked before they leave.

When a person, team or group plan to have a special event they need to be aware of the duties of the hospitality team and the responsibility of the group sponsoring the event. The hospitality team is only responsible for cleaning up the mess created by an ordinary Sunday. Anything beyond that is not their job. If members of a hospitality team want to assist with the special event clean up, that is their choice.

Event planners need to make sure that they have enough plates, napkins, cups and utensils (including serving utensils). They need to make sure that any serving tables are set up to their liking. They need to cut and serve any cake they provide. The event hosts should tell the hospitality team if they want the coffee and water pitchers to be left out, realizing that they will then be responsible for cleaning out the coffee urns and returning them to their pre-coffee hour position. Taking care of leftovers and cleaning up the kitchen, including the dishes, are the responsibility of the event hosts.

Event hosts should make sure that all of the lights are out and all doors are locked when they leave.