

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Coffee Prep and Service	Hospitality	Sunday AMs	M-1
Biblical Reference <i>(List reference only)</i>		Purpose of Position <i>(Why this role is important in the life of the church)</i>	
Romans 12:13		To facilitate and encourage participation in the Sunday Morning services. To encourage a relaxed and friendly atmosphere to enable the formation of friendships amount the body of Christ	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> • Prepare hot and Iced Tea for Sunday morning service, including filling tea server with ice from FH kitchen • To turn on and heat the Cappuccino and coffee machines (15 minutes) • To make sure there are sufficient supplies available for services (cups/lids/additives). Replenish as needed • Removed the drip trays from the coffee and cappuccino machines after the second service break , and along with the tea making utensils, load in dishwasher in FH kitchen • Place café donation monies in envelope and place in box closest to coffee area, or give donation jars to count person for that week.. 		<ul style="list-style-type: none"> • We have coffee and tea available for the breaks and before and after services. • People have the supplies to make their beverage and take it into the sanctuary • To turn of the machines at the appointed time and the mess is cleaned up. • The donation monies are given to the proper person or placed in an envelope and put in box. 	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6, 12, 24 months)</i>	
8:00 a.m. to 11:45 a.m. weekly		6 months or longer	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> • Ability to lift tea servers and to carry pots of hot liquid • Outgoing and friendly with people 		<ul style="list-style-type: none"> • Coffee manual available • On the job training with current volunteer 	
Special Requirements (audition, background check, attendance, classes, etc.) or Notes:			
Attendance of a Welcome To Harmony event is required for participating in this ministry.			
Responsible to: <i>Sylvia Hanson</i>		Ministry Connector: Diane Calhoon	
Date Ministry Description Completed		2/8/09	