

## HOSTING THE WELCOME CENTER

Thank you for serving this ministry of extravagant hospitality (extravagance of the heart, not materials) that is shared by all groups, small and large, across St. Stephen's. It is how we welcome first-time and occasional guests and nourish fellowship among our members – new, longtime and returning. Signup your group to serve at (insert link here). Some tips:

- Start the coffee and heat water first. Whether you use large or small kitchen machines, it takes at least 45 minutes. Lessons available.
- Be prepared to serve from about 9 a.m. (coffee start for 9:45-ish service end through 12:30 p.m. (after 11 a.m.), plus cleanup. Shifts a good idea.
- Fellowship Committee provides: Paper products; sustainable tablecloths; coffee, tea, hot chocolate and children's juices; sweeteners; creamers; stirrers, and small basic snacks. We try to keep gluten free basics in stock. We encourage napkins, not plates. Tongs essential. All supplies are in cabinets in the small kitchen near the 2 refrigerators. Please be sure to use the "church" fridge, if you need one. If there are leftovers from another function, we'll try to let you know; please use.
- Cleanup involves turning off appliances, returning items to large kitchen if applicable, rinsing coffee pots and washing platters, distributing or labelling and freezing perishable leftovers, returning supplies to cabinets, and emptying trash in dumpsters. Please wash and return stained cloths.
- Let us know if supplies are running low or if you have suggestions.
- Food is optional, as are tablecloths. Your hospitality is your gift.
- Please remember those who are gluten free or have nut allergies. Be prepared to answer questions about home-baked offerings.
- This is an opportunity to promote your group and upcoming events. Please feel free to distribute materials, and do encourage your hosts to engage. Fellowship provides 8.5x11 acrylic stands if you'd like to publicize something – they're in the cabinets

For questions, please contact the Fellowship Co-chairs Mary Morrison [memquinlan@yahoo.com](mailto:memquinlan@yahoo.com) and Ruth Porter [rockyroad109@gamil.com](mailto:rockyroad109@gamil.com) . Blessings for your support.