

COFFEE & REFRESHMENT COORDINATOR

April 2005

Role: To coordinate Sunday coffee and refreshment activities.

Responsibilities:

- Recruit Sunday coffee hour volunteers.
- Arrange for coverage in case there is a volunteer cancellation.
- Check with volunteers on Sunday mornings to see if they have questions or need help.
- Thank volunteers each Sunday.
- Submit a list of coffee hour volunteers for each month to the Fellowship Administrator for the newsletter by the 15th of the month preceding service.
- Communicate with the Social Chair and the Program Chair to find out when special Sunday programs are scheduled; e.g., Stone Soup and Easter Brunch.
- Maintain a supply of coffee, tea, cocoa, sugar sweetener, creamer, salt, pepper, napkins, paper plates, paper towels, paper towel for the bathrooms, toilet paper, dishwasher detergent, dish washing soap, bathroom hand soap, trash bags. Select environmentally responsible products.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Attend Executive Board meetings as needed
- Provide information about activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Make Sunday announcements as needed.
- Participate in end of year evaluation of Executive Committee activities (optional).
- Orient new Coffee & Refreshment Coordinator as needed.
- Transfer materials to new Coffee & Refreshment Coordinator as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.

Additional Notes:

- Check the newsletter and Sunday Bulletin to make sure volunteers' names appear.
- Keep a sign-up sheet with Sunday dates on the refreshment counter. Many people will sign up voluntarily and this will reduce the need to actively recruit.
- When recruiting volunteers, ask if they would like to work with another person. Because of heavy cleanup responsibilities. This might be preferred by some people.
- Use the Membership List to get telephone numbers and make notes of who has already volunteered and the date they did so. It helps to have these notes when recruiting. If someone declines one date, ask them what date they can volunteer.
- Publicly asking for volunteers when the minister is doing a program reaches the most people.