

COFFEE FELLOWSHIP

Basic Info for Each Shift

SET-UP - by 8:45 a.m.

- Make coffee (regular & decaf) and lemonade
- Fill water pitchers & fill trays with cookies
- Set out other necessary items (cups, creamer, sugar, etc)



REPLENISHING/HOSTING - between 10:20 and 10:40 a.m.

- Check coffee, water, and lemonade levels and make more, if needed
- Replenish cookies & wipe up spills, if needed
- Welcome folks, say hello

DIRECTIONS FOR CLEAN-UP - any time after 11:15 a.m.

- Clean off tables entirely and wipe down table coverings
- Wash all trays, pitchers, urns, utensils, etc. used that morning
- Dry and put away all that was washed

Coffee volunteers are needed each Sunday for one or more shifts.

GREETERS

A greeter...

Is the first official point of contact with the congregation.

Treats each person they encounter as Christ.

Greeters provide the most important first impression of our congregation.

Offer hospitality to everyone, you do not know their stories.

Remember that all people are important to God.

Greeters are needed 20-30 minutes prior to the start of each service.

WELCOME CENTER

Volunteers are to greet people at the Welcome Center with a smile and warm welcome, offer welcome information, and to provide any direction to classes, restrooms, or other areas of the church as needed.

Volunteers are needed 20-30 minutes prior to the start of each service on Sunday mornings and from 12:00 - 12:15 p.m.



USHERS

THE BASICS

- Welcome guests (members and visitors) at each of the Sanctuary doors, extending a warm smile, a bulletin, and introduce yourself
- Help guests find seats in the Sanctuary
- Assist guests as they open and close Sanctuary doors after the service begins
- Collect offering during the service and take a head count
- Offer assistance in case of an emergency (fainting, falling, etc)

Arrive 20-25 minutes prior to the start of the service

PARKING LOT GREETERS

GOALS

A parking lot greeter is expected to:

- Create warmth in the hearts of everyone arriving at DUMC before ever reaching our doors
- Identify and inform those in need (new visitors, families with children, etc...)
- Create a sense of security
- Assist people in a quick transition from their vehicle to the building
- Send people into the building with smiles on their faces

This is a snapshot of each Hospitality Ministry at DUMC.

Training opportunities and details are available by contacting

Charlotte Thomas, Director of Hospitality (cthomas@davidsonumc.org).

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