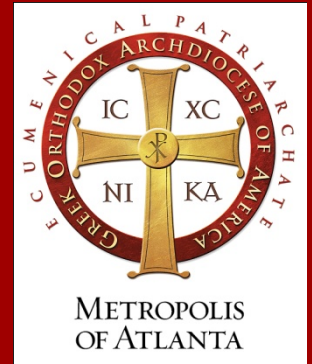




St. Luke Greek Orthodox Church

Hospitality Guidelines

Hospitality time (coffee hour) after liturgy is a vital part of our Fellowship Ministry. The food and drinks, together with our friendly hospitality, encourage a time of fellowship among our members and guests.



Hospitality Guidelines Before Church

Prior to Divine Liturgy (**arrive by 9:00 a.m.**) . . .

1. Make **regular coffee** in the large/commercial coffee urn in the Social Hall. Instructions are posted on the bulletin board to the right of the coffee station.
2. Make a pot of **de-caFFEinated coffee** in the Kitchen. Instructions are posted on the glass window inside the Kitchen.
3. Make a pot of **hot water** in the Kitchen for tea. Instructions are posted on the glass window inside the Kitchen.
4. Fill a **water pitcher** (from the Kitchen) and place on the white drink cart across from the coffee station in the Social Hall.
5. Fill a bowl with **ice** (if available) and place on the white drink cart across from the coffee station in the Social Hall.
6. Re-stock **coffee cups** on the coffee station and the white drink cart in the Social Hall (extras are in the coffee station cabinet or in the utility closet across from the ladies room in the office area of the church).
7. Re-stock **creamers, sugars, and sweeteners** on the coffee station and white drink cart (extras are in the bottom of the white drink cart).
8. Re-stock **forks, knives, spoons, napkins, and plates** on the hospitality food table (extras are in the utility closet across from the ladies room in the office area of the church).

Hospitality Guidelines After Church

Plan to stay until most parishioners have left . . .

1. **Empty** and **wash** the coffee urn, coffee decanters/pots, thermoses, water pitchers, trays, bowls, or any items used on the coffee station and white drink cart.
2. **Remove** any food items from the hospitality food table and wash serving dishes/utensils.
3. **Wash** the hospitality food table and round tables.
4. Check the floor and **vacuum** as necessary (vacuum cleaners are in the utility closet across from the ladies room in the office area of the church).
5. **Empty** the trash can in the Kitchen and in the Social Hall, and replace with clean plastic bags.
6. **Throw** the trash out to the dumpster (exit using the narthex door – look to the right near the loading dock). **IMPORTANT:** Use the key (hooked to 4 silver rings) located on the table next to the narthex to unlock the dumpster.
7. **Take home, clean, and return** dirty linens.

Suggested Food Items

The following items are suggested for hospitality to keep it simple and to reduce the amount of preparation and cleanup required.

Bagels (cut in half/quarters)	Cheese/crackers
Pita chips and hummus	Cold cuts
Fruit tray / Veggie tray	Jello
Pizza	Cookies
Doughnuts (cut in half)	Cakes without icing