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<b>Job Description:</b>	<b>Coffee Hour Host</b>
<b>Ministry Team:</b>	Coffee Hospitality & Welcome, Membership
<b>Reports to:</b>	Carol Wiggins, Coffee Hour Coordinator
<b>Time Commitment:</b>	About 1 ½ – 2 ½ hours per Sunday assigned, no more than once a month
<b>Shifts:</b>	Can volunteer for set up, clean up or both ☺
<b>Length of Commitment:</b>	1 year; will reevaluate and adjust as needed.

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### **Purpose:**

Create a welcoming, convivial environment in which our guests, visitors and members can gather to enjoy fellowship with one another over a complimentary cup of coffee or tea and bagel.

### **Spiritual Gifts, Best Fit:**

Giving, Serving, Mercy and Evangelism

### **Responsibilities:**

- Arrive 8:00 am to get the coffee started, following step-by-step brewing directions posted in the kitchen. Ready the 2 tables in Commons Lobby for coffee service (is often set up ahead of time).
- Fill carafes and place on table. Replenish coffee & bagels as needed. Smile, greet and engage, especially reaching out to new faces.
- Afterwards, flush coffee urns, empty and rinse out carafes, straighten kitchen and supplies.

### **Qualifications:**

Enjoys meeting others, extending hospitality, and excited about what God is doing at FPC Moorestown. Likes to pitch in to help where needed to serve and grow God's Kingdom!

### **Contact:**

For questions or more information, please contact Carol Wiggins.