

Sunday Morning Sexton Duties

The Basics:

1. Tables in Garden Room:

Round with chairs

Long with table cloths

2. Toys in Parish Hall

3. Make Coffee and Lemonade

4. Mugs, Glasses, plates

5. Food on Platters

Stay & help during coffee hour

Clean-up at Noon

Garden Room Set Up

Two long tables, covered with white table cloths. Please place them close to the wall, just outside of the kitchen, west of the freestanding hutch. There needs to be enough room for a server to slip between them and the wall, but not enough to encourage traffic to move down both sides.

All four café tables set-up and spaced apart on the other end, each with 4-5 chairs around.

A short row of chairs (4-5) between the pillars along the windows between the Garden Room and the Parish Hall.

A rolling cart near against the south end of the hutch next to the trash can, for people to place their used dishes.

No other furniture in the Garden Room. No chairs or tables stacked around/stored against the walls.

Hospitality:

All of these supplies should be in the Coffee Hour Rack next to the ice machine.

Before 10:30:

Set out two trays of coffee mugs, and one of water/lemonade glasses, arranged nicely on the shelf in the hutch in the Garden Room. Set out coffee “set-ups” – creamer, sugar, sweetener with stirrers and napkins, also arranged neatly in the hutch.

Set out small glass plates and napkins at the end of the long tables in the Garden Room. If someone brings something that might need forks or toothpicks, set those out as well.

Have platters out on the island in the kitchen. If someone brings something that needs to be transferred from a container on to a platter (everything needs to be on a serving platter) transfer those items. Put them on the tables in the Garden Room as they arrive, with the appropriate serving spatula, if needed.

Brew at least 3 pots of regular coffee, and one decaf. Pour the regular in thermal pots and set out in the free-standing hutch. Brew one pot of decaf. If you can't find a thermal pot with the orange(green?) indicator that it's decaf, leave it on the warmer in the kitchen where people can find it.

Prepare two pitchers of lemonade, and two of iced water, and put those in the hutch.

Hang out in the kitchen during coffee hour, putting out fresh coffee, making sure the supplies of mugs, glasses, lemonade and water don't run out, and clearing-away empty platters. You can start clearing everything out at noon, even if there are still people visiting. Wash dishes, clear up kitchen.

Parish Hall

Children's toys set-out from the closet in the Garden Room into the Parish Hall. No other furniture in the room. Make sure the school hasn't left electronics or anything fragile on the stage – the children play up there too.