

Ladies of the Church,

I have just handed you a calendar with your name on it. At our last ladies coffee it was decided to have committees handle the coffee time and the potlucks. There will be a committee of four for each month. If for some reason you are unable to serve on your Sunday, Please call your Team Leader and make arrangements to have someone do it for you. Whoever does coffee for fellowship time is responsible for treats. (Cookies, coffee cake, Fruit, donuts, whatever you would like to bring) Turn your receipts for Treats, coffee & Cups into Quentin.

You will notice on your calendar there are four names. Next to the first name is a (TL) This means Team Leader. This person will be responsible to make sure there is coffee every Sunday by the person who's name is assigned for that Sunday. Each of the four will take a Sunday and be responsible for making the coffee, bringing creamer and treats. There will be a basket that you will pick up from the person who has the Sunday before you. You will be responsible to bring that basket with coffee, Cups, Creamer and treats on your Sunday, then make sure the person following you takes the basket home for the next Sunday. This way no one person is doing coffee every week. Joan will show you how to make the coffee using the Center's coffee maker.

Also these four ladies will be responsible for potluck that month. Their job will be the coffee, and making sure the oven is on to keep food warm. After service these four ladies and **only** these ladies will be responsible for setting food out, setting out plates, napkins, plastic ware. Joan will bring the box for the potluck Sundays so the TL will not be responsible to make sure we have enough plates and such. These four ladies **only** will also clean up. They will take food in the kitchen, cover it and place it back out on the serving table (After it is wiped down) so that the ladies not on duty can pick up without going into the kitchen. This team will wash dishes and make sure everything in the kitchen is cleaned up and unused paper products put back in the tub brought by Joan. We are trying to make it easy for everyone. Those ladies not involved for the month can sit and visit and stay out of the way. This will help everyone so that one or two people are not doing everything, but are sharing the fun. If you have any questions please feel free to ask Joan or Margaret, Nancy, or Karen. I hope this will help explain how you can be a servant for Christ and let your light shine.