



Doylestown Presbyterian Church

Volunteer Job Title: Hospitality Assistant (Coffee Hour/Lemonade)

Reports To: Kathy McQuate, Moderator of the Hospitality Subcommittee

Time Commitment: Hospitality Assistants work in teams of three or four to set up, host, and clean up Sacred Grounds (coffee/lemonade and refreshments), which runs from 9:15am to 10:30am on Sunday mornings throughout the program year (September through May), as well as immediately following the 10:30am service. Hospitality Assistants are also used to set up, host, and clean up lemonade in the summer, immediately following the single 9:30am service. Hospitality teams host on a rotating basis.

Purpose: The purpose of this role is to provide an inclusive and welcoming gathering opportunity for DPC members and guests.

Duties: There are a number of tasks involved in hosting Sacred Grounds during the program year. Set up includes preparing beverages (coffee, hot water for tea), laying tablecloths, and putting out cups, napkins, food, and condiments (i.e., tea bags, sugar, half-n-half). During Sacred Grounds, volunteers serve as hosts/hostesses to those in attendance and monitor the refreshments. Clean up returning items to the kitchen, washing dishes, disposing of trash, wiping down and putting away tablecloths, and cleaning up the kitchen and other spaces used. Hospitality assistants can provide the refreshments served at coffee hour, or food can be obtained through donations.

For summer lemonade, Hospitality Assistants are responsible for setting the table (churchyard), preparing and serving lemonade (other refreshments are optional), and clean-up.

Requirements and Training:

- The role of hospitality assistant is open to all.
- Training/instructions are provided.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

Be a bridge for Christ and a beacon of His love.