

MPC Missions Coffee Table Guidelines & Info:

PURPOSE OF THE TABLE

- Represent/highlight an MPC-supported ministry or mission trip.
- Provide venue for food and fellowship on Sunday mornings.
- Raise (a small amount of) money for the represented ministry or mission trip.

GETTING STARTED/ GENERAL INFO

- Have one Point-of-Contact organizer.
- Schedule dates through Brooke Swayze

brookeswayze@gmail.com
or 703.608.5018

- Definitions:
Coffee Table Ministry = the ministry within MPC that keeps the Coffee Table running smoothly from Sunday to Sunday. These volunteers are currently Brooke Swayze and Heather Ricker.
Hosting Group = this is you! These are the volunteers who run the table on a Sunday morning and represent a ministry for a designated period of time.
- **The Coffee Table Ministry purchases all of its own paper and consumable products.** Hosting groups contribute **\$20/week** toward the replenishment of these products.
- Items provided by the Coffee Table Ministry include:
 - Coffee cups,
 - Napkins,
 - Sugar and sweetener packets,
 - Stir sticks,
 - Creamer and specialty creamer,
 - Juice,
 - Hot chocolate,
 - Regular and decaf coffee,
 - Regular and decaf hot tea.
- Items provided by the hosting group include pastries and perishables. See “Before Sunday” for a list of suggested foods and amounts.
- The table generally brings in between \$175-220. Baked goods may cost between \$80-\$130. If one of your goals is to raise money for your ministry, plan to host the table for a number of weeks.

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BEFORE SUNDAY

- Provide a display about the ministry or mission trip which contributions are benefiting.
- Arrange for volunteers to cover all aspects of food, setup, serving, and clean up for each Sunday within the given time frame.
- Most Sundays, Heather Ricker is available to help you get oriented and answer questions. Feel free to get in touch with her before Sunday.

pianistecharmante@gmail.com
or 703.243.8986

- Decide how to handle the money.
 - Read “After You’re Finished” to help you plan.
 - If you plan to give money directly to a ministry or missionary, make arrangements with them for the best way to do so.
- Hosting Groups are responsible for providing all perishable food products. Suggested foods and amounts include:
 - 4 dozen glazed donuts
 - 4 dozen chocolate donuts
 - 100 assorted donut holes
 - 2 dozen assorted & sliced bagels
 - 1 tub of cream cheese
- For pastry products, CALL AHEAD to place your order.
 - The less expensive option is **Krispy Kreme** from Giant (703.893.0377) at 1445 Chain Bridge Rd, McLean, VA 22101; For assorted donut holes, call at least 4 days ahead.
 - Another possible location is **Dunkin’ Donuts** - closest to MPC (703.226.3656) at 8119 Watson St; McLean, VA 22102; Call up to two days in advance. (www.dunkindonuts.com)
- **ASK HEATHER RICKER IF:**
 - You are uncertain where to put your money.
 - You are uncertain where coffee table supplies are kept.
 - You have any questions about **proper care, use, and cleanup** for any MPC equipment.
 - You have other questions about Sunday Morning.

ON SUNDAY MORNING

- Since the Coffee Table Ministry buys its own supplies, these items **MUST** be stored in and returned to the designated areas of the Kitchenette (NOT the main Kitchen). If you aren't sure where these supplies are stored, ask Heather or Brooke.
- The busiest time for refilling items and talking to people about the ministry will be between services. Expect to have one volunteer designated for refilling hot water and coffee pots.
- Generally, only ¼ of the food needs to be put out before first service. The remainder can be put out between services.
- Perishable food should be purchased with money fronted by an individual or the ministry itself. If you wish to be reimbursed, you **MUST** take this money from the coffee table proceeds **BEFORE** turning in your money to MPC's Finance Office.
- Approximately 1 ½ cups of the Dunkin' Donuts coffee makes a good strength.
- Ensure that all volunteers are aware of (and follow) **proper care, use, and cleanup** for any MPC materials or equipment used.

WHEN YOU'RE FINISHED

- **EVERY SUNDAY, EVERY GROUP MUST** put an envelope in the designated location in the workroom for our finance staff to know how proceeds were handled/ should be handled.
- Go through the "Clean-Up checklist." Complete, sign, and leave the checklist on the Kitchenette counter. Copies will be provided for you in the Kitchenette, and a sample copy is listed here for your reference.

TO GIVE \$ THROUGH MPC

- 1) Remove any money for reimbursing food costs.
- 2) Put the money in an envelope taken from the MPC workroom. On the outside, write:
 - how much money is inside,
 - the words "\$20 for supplies" plus a subtotal
 - the name of the ministry being supported,
 - the name of the Point of Contact for the coffee table,
 - a phone number where the Point of Contact can be reached.
- 3) Put the envelope in the location Heather or Brooke will show you.

SAMPLE

\$150 in envelope
(\$20 for supplies)
\$130 for Joe Missionary
Vanessa Oliver 703.821.0800

TO GIVE \$ DIRECTLY*

- 1) Remove any money for reimbursing food costs.
- 2) Put \$20 in an envelope taken from the MPC workroom. On the outside, write:
 - the words "\$20 for supplies"
 - the name of the ministry being supported,
 - the name of the Point of Contact for the coffee table,
 - a phone number where the Point of Contact can be reached.
- 3) Put the envelope in the location Heather or Brooke will show you.
- 4) Follow through on the arrangements you made with the ministry about how to get the money to them.

SAMPLE

\$20 for supplies
\$130 given to Joe Missionary
Vanessa Oliver 703.821.0800

*If you want your missionary to be able to use the money for personal expenses rather than ministry expenses, you **MUST** use this method.

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Sample CLEAN-UP CHECKLIST

	Clean COFFEE POTS according to directions. Place cleaned pots with their lids open in the cabinet marked "coffee pots." Return pumps to the vase on the counter.
	Thoroughly wipe all used COUNTER SURFACES AND SINKS . After washing, please sanitize the counters and sinks that you use with the counter wipes located above the sink.
	For STAINS , spot clean those sections of the counter top with Soft Scrub. The Soft Scrub is located above the sink.
	If using LINEN SERVICE , place dirty linens in the hampers in the back of the upstairs Kitchen.
	Wipe up any SPILLS that may cause hazards for foot traffic in the Grand Foyer or Kitchenette area.
	Cleaned all USED DISHES and return them to their proper place. Return any items borrowed from the upstairs Kitchen to their proper place there.
	Take out the TRASH when you are finished. The dumpster is located in the parking lot near the Lodge. Go down the hallway toward the Multi-Purpose Room and through the outside doors.
	Have a plan for LEFTOVER FOOD . Do not leave any food or dishes behind. If food is being left to be donated, wrap food well and in a way that it can be transported. TELL the ministry leader about the food being left.
	ITEMS LEFT IN THE REFRIGERATOR must be labeled with a date and ministry. Please only leave items that can readily be used by future host tables.
	Return all items belonging to the Coffee Table Maintenance Crew to the "Coffee Table Cupboard." If items are being donated for future table hosts to use, please make sure they can be STORED APPROPRIATELY in the areas designated for this ministry.