

## CAFÉ METRO

### Policy

On Sunday mornings throughout the entire year, Metropolitan United Church provides a casual coffee hour in Metropolitan's Great Room. Visitors, members of the congregation and staff mix and mingle over refreshments. Called Café Metro, this coffee hour generally occurs between 10 a.m. and 11 a.m., and continues for a short time after the 11 a.m. worship service.

### Café Metro

1. In the Fall each year, the Café Metro Organizer contacts a list of Metropolitan's members, then prepares and distributes a "work" schedule for willing members who oversee Café Metro on Sundays from September through June. The schedule identifies approximately a dozen regular and four spare individuals, lists their phone numbers, and also the dates they are responsible for Café Metro. Individuals may switch dates to meet their personal needs. A copy of the schedule is posted in the kitchen off the Great Room for all to see.
2. The Custodian on duty sets up two tables in the Great Room, prepares coffee and tea for two serving areas, and prepares the juice which is stored in the refrigerator. The Custodian sets a supply of paper cups for the beverages on the kitchen counter. More are stored in the bottom drawer of the kitchen cupboards on the east side.
3. Volunteers are asked to arrive no later than 9:30 a.m. to set up for Café Metro. Each volunteer is responsible for set-up, serving people, and clean-up on their designated Sunday.
4. The tables are set up with plastic cloths, stored in one of the lower kitchen cupboards. Cookies stored in the refrigerator are placed into baskets, located above the kitchen cupboards. Milk for the coffee and tea is poured into small jugs, while the sugar and sugar substitute are placed into bowls, located in cupboards on the east side of the kitchen. Juice is poured into two juice pitchers which are stored in the cupboard over the stove. Both pitchers are placed on the table in the Great Room nearest the kitchen. Tea bags and extra sugar are stored in the cupboard on the south side of the kitchen. Teapots are in the cupboards above the stove. Tea is served in two ways ...
  - a. Tea bags are made available for individuals to place in cups using boiled water from the electric tea kettle;
  - b. Steeped tea is made available from a teapot in which 2 or 3 tea bags have been added to boiled water from the kettle on the stove.
5. People attending the first worship service and those coming to the second service gather in the Great Room between 10 a.m. and 11 a.m. Shortly before 11 a.m. the volunteers clear the table near the Parlour. Food and beverages are left on the other table near the kitchen as Café Metro continues after the second service.
6. After Café Metro ends, the volunteer in charge clears the table and puts everything away. The coffee pot and electric tea kettle are unplugged; the tea pot on the stove is emptied and cleaned.

### Summer Café Metro

1. In mid-June, the Summer Café Metro Organizer arranges for volunteers to oversee Café Metro throughout the months of July and August, including the Canada Day and Labour Day weekends.
2. The Custodian and volunteers in charge are responsible for all above-mentioned duties. Fewer people come to Café Metro in summer months, so refreshments are served on a small scale and placed on one table in the Great Room near the kitchen.

3. The coffee pot and electric kettle for tea are always unplugged after Café Metro ends; the tea pot on the stove is emptied and cleaned.

### **Related Metropolitan Policies**

In June each year, both Café Metro Organizers review:

- a. the Risk Management Policy with scheduled helpers, and
- b. this policy with the Senior Minister. If changes are made, it is sent to the Board of Elders for approval.

<b>CAFÉ METRO</b>	
<b>Approval Meeting of Board of Elders:</b>	<b>September 2013</b>
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