



## **Cafe Team Role Responsibilities**

### **Our Mission**

To reintroduce people to Jesus and the life that he offers

### **Our Vision**

To see God transform us into a community of grace, living out the purpose and personality of Jesus in our world.

### **Our Goals (How we live out our mission and vision)**

1. Eliminate distractions for guests that will keep them from being re-introduced to Jesus.
2. Help guests to feel valued - to know they matter to us because they matter to God.

### **Cafe Team Member Requirements—**

- Be an active worshipper at Southside Fellowship.
- Be a friendly, smiling person who enjoys serving others.
- Have an attitude of friendliness and concern for others.
- Be a good team player, committed to serve with your team.
- Finally, you need to be sensitive to how others see our church by looking at it through their eyes.

### **Expectations**

- Serve with team once every 4 weeks.
- Find replacement if unable to serve during scheduled time.
- Plan to be on duty through both Worship Services.
- Attend FIT training classes as offered. These classes are focused times to encourage you and to help you become more effective in your service. It is an expected part of serving on the Cafe Team.
- Support FIT guidelines and procedures.

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## Communication

The preferred form of communication is email. Critical information such as weekly updates, team rosters, and serving schedules are distributed by email. Please make sure that the church has your accurate email address.

## Day of Service - What do I do?

- Report to Café by 8:00 am on Sunday mornings for team prayer, focus and team plan.
  - Locate name badge in black attaché case on counter. Be sure to wear it throughout the entire morning. This identifies you as FIT member.
  - Retrieve apron from behind counter, in cabinet against the wall
  - First pots of coffee should be made and ready to go by 8:15 a.m.
- Serve coffee to guests as they proceed to the café counter.
  - Prepare coffee in 2nd floor urns for the Adult Bible Fellowship classes at 9:45 a.m.
- Never leave the Café unattended. As the crowd dies down between services at least one Café Team member should be in the Café. The Café should be fully staffed again at 10:00 a.m.
- Focus on others – not yourself. Limit conversations with friends and other FIT members by saying, *I'm on duty now, let me talk to you later.*
- Keep the Café open until the Commons area clears out but do not close down before 12:00 noon.
- At the end of your shift –
  - Clean out coffee pots and tidy up in the 2nd floor urn area.
  - Re-stock cups, lids, napkins, water and coffee.
  - Clean out coffee pots and tidy up Café area.

## Scheduling/Conflicts

- Serving schedules are distributed quarterly (January-March, April-June, July-September, and October-December). Schedules are usually distributed 2-3 months in advance.
- If you have a conflict with a date that you are scheduled to serve, please use your Team Roster to find someone who would be willing to fill in for you. Once you have found a substitute, please contact your team co-leader to let them know of the change.

## Emergency Procedures

- In case of evacuation, assist classroom teachers with evacuating their classes and moving them to the designated staging areas. An Emergency Response Team will be responsible for clearing the building.



## Dress Guidelines

- Business casual
- Please NO chewing gum
- No short skirts, heavy perfumes, plunging necklines, shorts, tank tops, tight or see-thru clothing
- Nothing that might distract from the worship experience

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