



Dear \_\_\_\_\_

On behalf of the Membership and Nurture Committee I would like to thank you for agreeing to be a Convenor for Coffee and Conversation during the month of \_\_\_\_\_.

Your responsibility is to arrange for 2-3 people for each Sunday during your month to prepare and serve at Coffee and Conversation.

Instructions regarding the preparation and serving of the refreshments are found in a document entitled "Instruction Letter to Sunday Servers from Monthly Convenor" found on the FSA website at <http://www.fsaunited.com/toolkit-coffee-conversation14.html> (or you can get it by going to the **Toolkit: Coffee & Conversation** link found under **Admin/Resources** on the main menu of our website. Instructions are also found on the inside of the cupboard to the right of the refrigerator labelled Coffee and Conversation. Please advise your weekly servers where they can find these instructions on the website or place a copy of it in their mail slot.

Please check the document entitled "Welcoming Greeter and Coffee and Conversation Convenors Roster" on the FSA website under the Admin/Resources banner, to identify people who have assisted in the past. Feel free to approach people you know to volunteer as servers. If you are having difficulty finding people please call me so I can recommend some people to you.

During the week before your month is to begin please complete and submit the list of weekly volunteers to the FSA secretary ([mail@fsaunited.com](mailto:mail@fsaunited.com)) and to Jim Silcox ([silcox@sympatico.ca](mailto:silcox@sympatico.ca)) so that our volunteers can be acknowledged with thanks in the Order of Service each week.

If you have any questions or concerns please feel free to contact me at: [ladykaren04@hotmail.com](mailto:ladykaren04@hotmail.com) or 519-615-5140.

With thanks for your support of this very important contribution to the FSA community I remain faithfully yours,

*Karen Reese*

Coffee and Conversation Coordinator  
Membership and Nurture Committee