COFFEE HOUR GUIDELINES

These guidelines are offered to help you prepare and serve a Coffee Hour. You may modify them to suit the occasion and/or season.

Preparing for a Coffee Hour

Half an hour before the service begins, bring to the kitchen:

- Snacks, some examples:
  - Baked goods (bagels, muffins, donuts, cookies, brownies)
  - Chips, pretzels, popcorn, crackers
  - Fruit
  - Sandwiches
- 2 quarts of whole milk
- 3 gallons of a cold beverage such as fruit juice

The items listed under snacks are only suggestions from which you may select one or more. There are no requirements for snacks. You may bring whatever you feel is appropriate. A mix of salty and sweet snacks generally works best. The snacks can be purchased or prepared at home, whichever you prefer.

The Parish Life Committee maintains a supply of tea bags and sweetener packets in the pantry closet of the kitchen. It is not necessary for you to bring these items. There will also be napkins, coffee cups, cold beverage cups, and coffee stirrers available in the pantry closet. The creamers and sugar bowls (with sugar already in them) are in the cupboard above the microwave oven.

The custodian will have set up the tables and will have the coffee urns prepared and placed on the kitchen counter. If time allows, the custodian may start the coffee brewing prior to your arrival. If not, please plug in and turn on the coffee urns before heading over to church.

Prior to attending Church

- Cover the tables with the paper provided in the pantry closet.
- Place “Coffee Donations” box on coffee table (can be found next to microwave oven.)
- Place coffee hour sign-up sheet on snack table.
- Verify that the coffee urns contain coffee and water. Make sure that all three urns (regular, decaf, and water) are plugged in. If the coffee is not brewing when you arrive, turn on the coffee before heading over to church.
- Prepare the snacks for placement on the tables. Please reserve a plate of food for the older kids in the choir who come to coffee hour late and often have nothing to munch on.
- Place the sugar, coffee cups and stirrers on tables.
- Fill creamers and juice pitchers, and place in refrigerator.
Leave Church at the start of the last hymn

- Move the coffee urns and hot water to the table.
- Take creamers and juice and place on table.
- Place the snacks on the table.
- Refill cold beverage containers and creamers as necessary during Coffee Hour.

At the end of coffee hour please

- Wash (do not immerse) the coffee urns. Also wash any dishes, silverware, serving trays, etc. that were used. All items, except the coffee urns, should be dried and put away. (Dish towels are stored in the cabinet under the microwave oven.)
- Remove all food and beverage items from the kitchen. No items are to be stored in the refrigerator.
- Leave the Kitchen in a clean and orderly state.
- Tables in Dyckman Hall do not have to be stored. The paper tablecloths should be discarded, and the tables left for the custodian to store.
- Collect money from “Coffee Hour Donations” box and give to Parish Life chair or to the office (in an envelope marked “Coffee Hour Donation”).

Expenses related to hosting Coffee Hour are usually considered to be an additional donation to the church by you as the host. If you require reimbursement for Coffee Hour expenses, receipts may be presented in strict confidence to the Parish Life "Chair", directly or via the church office, for a prompt reimbursement.

Thank you very much!
Parish Life Committee