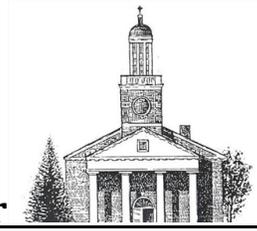


Hosting Coffee Hour



Thank you for volunteering to host Coffee Hour. These guidelines will help you prepare and serve Coffee Hour. You may modify them to suit the occasion and/or season. The custodian (Damien) will have set up the tables and will start the coffee brewing before your arrival. Half an hour before the service starts, you can begin to assemble food in the kitchen.

Some examples of congregation favorites:

- Baked goods (bagels, muffins, donuts, cookies, brownies)
- Chips, pretzels, popcorn
- Fruit
- Crudités, cheese platter
- Sandwiches
- 2 quarts of milk (for coffee)
- 3 gallons of a cold beverage (juice, lemonade, water)

The Parish Life Committee maintains a supply of tea bags, sweetener packets, paper plates, plastic utensils, napkins, hot and cold cups, and coffee stirrers available in the pantry closet (code: 914).

Prior to Attending Church:

- Cover the tables with the paper/ plastic rolls of table covering provided in the pantry closet.
- Place the tea bags, sugar, cups, and stirrers on beverage table.
- Fill creamers and juice/water pitchers, and place in refrigerator.

Leave Church at the Start of the Last Hymn:

- The custodian will move the coffee urns and hot water to the beverage table. (place small dish under each spout for leakage)
- Place creamers, beverages, napkins/plates/utensils and snacks on the table.
- Refill beverage and creamers as necessary during Coffee Hour.

Clean up:

- At the end of coffee hour please wash any dirty dishes, silverware, serving trays, etc. All items, except the coffee urns, should be dried and put away. The custodian will wash the coffee urns.
- Any leftovers (juice, etc) must be labeled "coffee hour" in order to be kept and used again the following week.
- Please leave the Kitchen in a clean and orderly state.
- The paper tablecloths should be discarded, and the tables left for the custodian to store.