

## GUIDELINES: Hosting Coffee Hour in Green Hall July 2019

- If you are attending the 9:30 service, use coffee makers to prepare 1 regular and 1 decaf carafe before going into church. Leave service after you receive communion to finish setting up. If you are not, be sure that all is set up by 10:30 AM. Instructions are posted on the cabinet above coffee makers.
- Six carafes of coffee (3 regular and 3 decaf) are estimated for Coffee Hour, making the first two before the 9:30 AM service. You make the four additional ones when you return to the kitchen directly after communion. Brewing time for coffee after you flip the switch is 4-5 minutes
- SUMMER Coffee Hour: coffee is optional; hosting families' decision. Ice Tea and lemonade with baskets of finger foods are served in Anne's Garden.
- Bring finger foods or snacks that people and children would enjoy at 10:30 AM: munchkins, muffins, cookies, brownies, etc. as well as fruit and cheese or "healthy" options. Reimbursement is available.
- Bring "milk" for the coffee; half & half or a variety ~ your choice.
- Bring "juice" for the children, e.g. large bottles of apple, orange, etc.
- All supplies for Coffee Hour are found in the cabinets and drawers above and below and across from the coffee makers. Space is marked in middle refrigerator.

### SET-UP.

- **There should be two tables in center of Green Hall. Cover each with a tablecloth found in kitchen drawer marked "Tablecloths."**
- **Place the two Green Hall GRAY trash containers near tables for trash.**
- **Usually there are two set-ups for coffee, one on the *outer edge* of each table to facilitate access. The food items are usually placed in the center.**
- Each coffee area will have at least two carafes of coffee, one regular and one decaf. Place hot cups, one condiment basket, "milk" pitcher(s) and **provide china saucer or empty hot cup for coffee condiment trash.**
- Be sure to label the coffee, regular or decaf, using Velcro labels found in drawer under coffee makers. The varieties of "milk" are labeled as well, if needed.
- Condiment baskets are refilled with supplies in cabinets under coffee makers. Small "milk" pitchers are in upper cabinets; large "milk" pitchers, lower cabinets.
- One table is usually the "Tea" table: Fill tea urn with water; plug in. Ready in 15 minutes. Urn and tea selection are placed on one of the tables near the coffee.
- The other table will have juices and cold cups, placed near the coffee.
- Food is placed in the center using flat basket trays on top of freezer. Large napkins to line these baskets are in drawer to left of coffee maker.

### Clean-up:

Coffee carafes are rinsed, and drained. All left over food, juice, etc. can be taken home or left at church for next week or discarded if not fresh. Wrap and store properly; some storage wrap, etc. is in kitchen. Counter and refrigerator are clearly marked for Coffee Hour Supplies. All Coffee Hour equipment is returned to its storage place; washing, rinsing and drying as needed. Wipe down the counters and Smile! You just made a lot of people happy with your gift of hospitality. Many Thanks for your ministry.