

Coffee Hour Instructions

There are usually, on average 125 people at Coffee Hour

Plan to arrive 30-45 minutes before church to set up

Bring:

~One Gallon of milk for coffee

~Baked Goods: examples: donut holes, mini-muffins, coffee-cake, pound cake, Danish, etc. sliced....anything that can easily be picked up.

~For children, examples: donut holes, goldfish, cookies, etc.

~5 half gallon jugs of juice or lemonade.

~Please DO NOT bring anything with peanuts or peanut butter due to allergies.

Supplies:

In the cabinet under the coffee makers on your right as you enter the kitchen you will find "Coffee Hour Supplies". You will need cups, napkin, tea bags etc. These items should be placed on both ends of the table in the parish hall. Table cloths should be on the tables when you arrive, if they are not, ask George or Erley to get them for you. Either George or Erley will make the coffee for you. Tea bags with supplies should be set up on the kitchen ledge. The hot water containers are in the coffee hour cabinet. They can be filled from the hot water spicket on the coffee maker. One carafe of decaf and one carafe of coffee should be placed at each end of the center table. The sugar containers and stirrers can be found in the first cabinet to your left as you enter the kitchen. Baskets for baked goods are in the cabinet to the right. All cabinets are marked with supplies. Feel free to use whatever is needed. Please wash and return to their appropriate location.

Adult table should have:

~75 cups at each end

~one container of stirrers at each end

~one container of sweetener at each end

~two pitchers of milk at each end, pitchers are located in coffee supply cabinet

~4 stacks of napkins in various places on the table.

~Baked goods can be placed down the center of the table.

Children's Table:

~Baskets of cookies, donut holes, etc.

~50 small Dixie cups and some napkins

~Juice

Please pour some of the juice into the cups so they are ready for the children. Extra jugs can be placed on the table.

Tea Service Shelf:

~Two carafes of hot water

~26 cups

~cup of stirrers

~pile of napkins

~Tea bags (wooden service box in coffee hour supply cabinet)

~one small pitcher of milk

- 1.You can do most of the set up before church.
- 2.Leave church before the last hymn.
3. Put out milk and fill children's cups.
- 4.During coffee hour please re-fill supplies as needed, i.e. milk carafes, hot water carafes, children's cups, etc.
- 5.When coffee hour is over, please leave the kitchen clean and all supplies in their appropriate locations.
- 6.The sexton will clean up the coffee pots.
- 7.Please leave the table clothes in the kitchen.

Thank you so much for your help. It is truly appreciated!!

Board of Fellowship