

GUIDELINES: Hosting Coffee Hour in Green Hall January 2020

Below are words of guidance. The point of our coffee hour ministry is to serve with love.

- Bring finger foods or snacks that people and children would enjoy at 10:30 AM. Suggestions: munchkins, muffins, cookies, brownies, fruit, cheese, etc. Use your judgement and bring what works for you. Reimbursement is available.
- Bring “milk” for the coffee; milk or half & half or a variety ~ your choice.
- Bring “juice” for the children; large bottles of apple, orange, etc. Your choice.
- All supplies for Coffee Hour are found in the cabinets and drawers above and below and across from the coffee makers. Refrigerator space for Coffee Hour is labeled in middle refrigerator, top shelf.
- Set up for Coffee Hour begins around 9 AM: use coffee makers to prepare 3 regular and 1 decaf carafe before going into church.
- Start the electric tea kettle. Leave plugged in as it will automatically stop once the water comes to a boil.
- Following **Set-up** guidelines as seen below. Do as much as you can before going into the 9:30 AM service.
- Leave service after you receive communion to finish preparations and set up. Press the lever on tea kettle; water will boil again & be ready to serve.
- During Coffee Hour remove empty carafes. It’s your judgement call whether to make more coffee or replenish food trays.

SET-UP.

- **There should be two tables in center of Green Hall. Cover them with disposable white tablecloths found in a labeled kitchen drawer under the flatware.**
- **Place the two Green Hall GRAY trash containers near tables for trash.**
- **Usually there are two set-ups for coffee, one on the *outer end* of each table to facilitate access. The food items are usually placed in the center.**
- Coffee areas will have carafes of coffee (1 regular & 1 decaf & 2 regular). Place hot cups, one condiment basket, “milk” pitcher and a **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: kettle of hot water, tea chest and hot cups. This is placed near the coffee area to share the condiments
- The other table will be the juice table with juice bottles and cold cups.
- 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. Carafes are stored open. Leftover food, juice, etc. is taken home, left at church for next week or discarded if not fresh. All Coffee Hour equipment is returned to its storage place: wash, rinse and dry 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.