

COFFEE HOUR HOST INSTRUCTIONS

Revised February 2018

Thank you for serving coffee hour refreshments!

Who:

Minimum of 2 people, more is helpful—children are invited to help, too!

Description:

Provide beverages and snacks for social hour after Sunday worship service.

Circulate through Fellowship Hall offering refills during coffee hour.

Clean up Kitchen and Fellowship Hall tables.

Bring:

- TREATS for about 125-150 people*
- 1 pint of half-and-half or heavy cream (not flavored creamers, although that could be an extra option)
- *Optional:* a gluten-free option for treats, extra treats for kids, juice and/or milk (avoid dark staining liquids), table cloth for serving table, decorations

**You can keep this super simple if you wish...a full meal is not expected!*

Provided at Grace (found in cupboards and drawers):

- Coffee
- Instant decaf coffee bags
- Tea bags
- Sugar
- Napkins
- China coffee cups
- Serving trays
- Sugar bowls and creamers
- Plastic glasses and pitchers for cold beverages
- Teaspoons

When and how long:

Arrive about 9:45 am to make coffee, set up serving tables, and prepare refreshments.

Serving and clean up takes about 60 minutes after the 10:30 service (you'll be done between 12:30-1:00 pm).

Instructions for operating the dishwasher are on the shelf above the garbage disposal sink. Please note that the dishwasher needs to be turned on when you arrive.

More detailed instructions on the next page!



Before 10:30 am Church Service

Coffee Preparation (do this first!):

Coffee is found in the cupboard above the microwave. Coffee is prepared on the counter by the large serving window.

Fill the 101-cup coffee urn with water from that sink—use the hand sprayer or fill water pitchers to transfer to coffee urn. Make sure urn switch is **OFF**.

Prepare the grounds: Insert the grounds container on the stick inside the full urn of water. Fill the container with one bag of coffee (1 lb). Please wet the grounds before starting to brew—fill a pitcher with water from the urn itself and pour it back over the grounds. Plug in the urn and turn **ON**. Allow one hour for brewing.

Serving tables:

Set up tables in a T configuration, with the T top parallel to the serving window a few feet away. Use tablecloths from the tall cupboard in the kitchen if you wish. On the smaller round table by the column, set out plastic cups and water pitchers (if you brought juice or milk, this is also where pitchers of those would go).

Prepare/set out serving pieces (put on serving counter):

- 2 or more serving carafes for coffee
- Hot water carafe (from under sink)
- Creamer and sugar bowl
- Serving tray
- Napkins
- Approximately 80 china cups
- Tea & Decaf bags
- Sugar (leave cream in fridge until ready)
- Approximately 10 teaspoons
- 2 oval dishes for spoons (one for dirty)

During Worship

You will need to leave the service about 10 minutes early to set out refreshments on the serving tables, heat water for tea and decaf (use electric pot), and set out coffee creamer and water/cold drinks.

Following Worship/During Coffee Hour

Fill serving carafes and serve people coming through the line. Circulate throughout fellowship hall offering refills. Receive dishes through the dish window and use dishwasher.

Clean Up

- Wash and store all dishes
- Wipe off tables and chairs, spot-sweep kitchen and fellowship hall (if time)
- Put chairs back in place

Thank you for serving coffee! Your service is greatly appreciated!