

COFFEE HOUR HOST INSTRUCTIONS

Revised February 2023

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:

- 1 pint of half-and-half or heavy cream (not flavored creamers, although that could be an extra option)
- *Optional:* Treats for about 50-75 people, a gluten-free option for treats, extra treats for kids, juice and/or milk (avoid dark staining liquids), tablecloth for serving table, decorations

You can keep this super simple if you wish...a full meal is not expected! You can just serve coffee and tea if you prefer.

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 between services to do any necessary prep work. (Coffee is brewed quickly in our new machine and can wait until later in the service.) After the 10:30 service, serving and clean up takes about 60 minutes (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.

Before 10:30 am Church Service

Serving tables:

Set up the tables you'll need: one banquet table, or two 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):

- Hot water carafe (from under sink)
- Creamer and sugar bowl
- Serving tray
- Napkins
- Tea & Decaf bags
- Sugar (leave cream in fridge until ready)
- Approximately 20 teaspoons
- 2 oval dishes for spoons (one for dirty)

Coffee Preparation:

Our coffee maker is a Bunn, and the coffee is brewed like you might at home. It can be made in smaller batches and brews very quickly: a 12-cup pot is ready in 3 minutes. At this time, we have pre-packaged portions of grounds, so it's basically:

1. Pull out the grounds holder and pop in a new filter.
2. Add one package of grounds and return it to the machine.
3. Pour one carafe of cold water in the tank, which triggers it to start brewing* (no button to push).
4. Pour into thermal carafes for serving, and repeat the process as often as needed for enough coffee to suit the crowd size. There is a warming spot on top, and the spot where the brewed coffee comes out – there are switches to turn these hotspots on. (The upper cupboard height is an unfortunate match for this machine, but the upper carafe sits behind the cupboard door and you won't knock it off, so it should be OK – or pull it out from under the cupboard for ease of use.)

*Note: The tank holds 2 of the 12-cup carafes of water at all times. When the machine is plugged in, it takes 20 minutes to heat the water to the proper temperature (again, no button), and then it stays hot as long as it's plugged in. When you arrive, it will already be plugged in and hot. When you are finished making coffee, you may unplug the machine.

Clean up: dump the grounds and filters in the organics bin, rinse the carafes, and set them back on the machine. Voila!

During Worship

You will need to leave the service about 10 minutes early to brew coffee, 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!