



Coffee Hour Procedure



Before church

- Start the Dishwasher (Turn on 2 switches. Add 1 scoop of Dish detergent.)
- Put table cloths on the serving tables. (Color is your choice.)
- Coffee - Verify there is coffee already made. Plug in the second pot to brew. Brew coffee in the kitchen then move out to the Great Hall. If you need to prepare coffee use 1/2 cup of coffee for 10 cups.
- Cold Drinks: Mix up 3 pitchers total of Lemonade / Tea and fill up one pitcher of water. Put them in the fridge to get cold. For after church, use the plastic pitchers they are easier for the kids to handle. For receptions would probably want to use the glass pitchers.
- Fill up 2 Cream pitchers with Half & Half
- Food: Prepare food in a manner that can easily be eaten / served. Place on trays or in bowls as appropriate. Wash and cut-up fruit if necessary. Leave the food in the kitchen. Cover if necessary to keep it from drying out. Place perishables in the fridge. Determine warming method for food that should be warm.
- Set out plates, napkins and silverware - Place two tall stacks of plates on each end of the main serving table along with silverware that is appropriate based on the food that is present (typically just forks) and napkins.
- Cakes: Do not cut cakes until after most people are out of the church so that people have a chance to see them. Cakes will be provided by Vestry for the monthly Birthday / Anniversary blessing (typically the last Sunday of the month) and for special occasions such as Baptisms and Confirmations.
- Set-up Drink area (The table near the stage)- Put out at least 30 coffee mugs. Check them for cleanliness as you put them out. Hand wash those with bad coffee stains if you have some time. Put out plastic / paper cups for the cold drinks. Wheel the cart with the coffee pot next to the table and plug it into the outlet to stay warm. Set-up the coffee cart area with various sweeteners and sugar. Provide stir spoons and a place to put the used spoons. Also provide a separate place to put used packets. Note: The second pot will be traded out during coffee hour. If there is no Half & Half, also put out dry creamer.
- Hot Water - Fill the hot water pot in the kitchen and turn it on to warm up. Typically we leave the hot water and the tea in the kitchen and those who drink it seek it out. If you would like though, you can put it out in the drink area with some tea bags.

Right after church (during last hymn)

- Set out liquid cream. Type to enter text
- Stir up and set out cold drinks.
- Bring out food.
- Pour cold drink into about 15 cups – not full to the brim.
- Set trash can out so people can toss out their own trash.

During Coffee Hour

- Try to mingle a bit and visit with people.
- Keep your eyes on things.
- Monitor amount of coffee, coffee creamer and cold drinks. Refill if necessary.
- Check treats on table. Refill as necessary.
- Clear away used cups and spoons.
- Start loading dishwasher trays.

After Coffee Hour

- Carry all dishes and stuff to the kitchen.
- Package extra food that can be used in the future. Label and place on the counter, fridge or freezer as appropriate.
- Wash dishes. Dry and put away. (Caution: Do not open the dishwasher when it is running.)
- Coffee pots- Typically Brian will clean these out later. If he is unavailable, cool the grinds down with cold water, dump the grinds in the trash, clean & dry the pots.
- Wipe off table(s).
- Take table clothes and dish towels home and wash them. Treat stains as necessary. Do not forget to bring them back.

Food:

- Provide the type of food that you would like to share with your church family.
- Typically try to include some breads, sweets, fruit, veggies, crackers or chips, cheese or dips. More substantial food such as meatballs or sandwiches is appreciated, but by no means necessary.
- Often people will bring in food to share with no prior notice, but you cannot count on this.
- Ask for help with the food if you need it.
- There is often food left over from previous weeks or events. Check the freezer, fridge and counter for leftovers if you do not have help providing fresh food.
- Look at the sign-up sheet to see if a cake will be provided.