

COFFEE HOUR INSTRUCTIONS

(A copy of these instructions is also posted in the brown closet in the kitchen)

Hello Coffee Hour Host Volunteer.

Thanks very much for hosting Coffee Hour after the 10:30 worship service on Sunday. If you are attending church, please plan to arrive at about 9:30 am to set up before church begins. Plan for approximately 75 people to attend the Coffee Hour. Bring snacks of your choice. Everything else you'll need is in the kitchen. Plan on about 4 round trays of goodies which are easy to serve or cut up into small pieces. Pound cake, cookies, bagels, crackers, cheese, fruit, vegetable trays, donuts and the like are all great! Whatever you choose is fine. Remember that the purpose of coffee hour is fellowship, not food. This is just a guide – there is no wrong way to do coffee hour! Your church family appreciates your help!

Room and Table Set Up

There should be three round tables OR two long tables in the middle of Fellowship Hall. For convenience, use the tables that are already set up. Use the maroon or pink tablecloths for the round tables, or the white lace cloths for the long tables. These are located in the cabinet to the left of the refrigerator in the kitchen. Also, one small square table against the south wall of the hall can be used for the snacks and juice for the children. In addition a round table with tablecloth and chairs should be set up on the window-side wall for people to sit.

Before Church Preparation

All the supplies (such as coffee, tea, sugar, etc) are in the brown supply cabinet in the kitchen. There should also be cans of juice in the refrigerator on the shelf marked “Coffee Hour”, or on the far side of the back of the stage. You only need to provide the “goodies” AND a half-gallon of WHOLE milk. Please try to take home any remaining milk after Coffee Hour. The serving items are in various well-marked cabinets throughout the kitchen. Some members prefer to place coffee/tea urns and milk, sugar, etc. on large metal trays which are underneath one of the center islands. It helps contain the mess at the serving tables, but it creates more items to wash, so the choice is yours.

1. **COFFEE:** Make the coffee. The coffee machine should have been turned on before your arrival. Check that the needle gauge is in the red – “Brew”. If not, you must turn the coffee machine on (instructions are taped to the brown supply cabinet) and wait for the needle to read “brew” before making coffee. It will take about 60 minutes for the machine to be ready.
 - A. Take the filter and one 12 oz. package of decaf coffee from the bottom of the brown cabinet. Place the filter in the metal filter basket and pour the coffee into the filter.
 - B. Swing the spray arm over the urn you are preparing to brew. Put the lid on and press “brew”.
 - C. When the spray has finished, allow time for the coffee to drip through. (approx. 15 minutes)
 - D. The coffee tends to be strong so POUR A METAL PITCHER OF HOT WATER FROM THE CENTER SPIGOT SLOWLY THROUGH THE GROUNDS TO EXTEND THE COFFEE.
 - E. Be careful when dumping the grounds. They will be hot.
 - F. Fill the 4 black screw-top carafes with coffee. These are located in the bottom cabinets under the silverware. Close the carafes, and the coffee will stay hot until serving time.
2. **TEA:** Fill 4 white carafes with hot water from the center spigot. Arrange the 4 glass dishes of tea bags on the tables with milk and sugar. Be sure there are both regular and decaf teabags in the dishes.
3. **Fixing Trays:** Prepare the 4 fixing trays and place on the tables in Fellowship Hall. Each fixing tray should contain the following:
 - 1 milk pitcher (don't put out until serving time; use largest creamers to cut down on refilling)
 - 1 bowl of sugar with spoon
 - 1 small bowl of Sweet-n-Low/Equal packets
 - 1 cup of stirrers

- Stack of napkins
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4. **Coffee Tea Trays:** Prepare the coffee/tea trays and place on the tables in Fellowship Hall. Each tray should contain the following:
 - 1 large black carafe of coffee
 - 1 white carafe of hot water
 - Approx. 20-25 cups
 5. **“Goodies”:** Prepare these on the large plastic platters using large doilies that are in the brown cabinet. You may also prepare snack trays at home using your own platters if you wish. Cover with foil or plastic wrap and tuck them away until serving time.
 6. **Snacks for Children:** Prepare the snacks and juice, pour 20 small cups of juice, put on a tray and place in the refrigerator until serving time. Leave additional cups and a bottle of juice on the snack table.
 7. **Table Prep:** The tables in Fellowship Hall should be prepared except for putting out the coffee, tea, milk juice and food.

NOTE: Please plan to leave church before the last hymn to do the final set up in Fellowship Hall before the congregation arrives at Coffee Hour

Serving Time

1. Put one carafe of coffee and one carafe of hot water on each of the 4 coffee/tea trays Serving carts are available to transport items to Fellowship Hall.
2. Put a large milk pitcher on each of the four fixing trays
3. Put out the food, snacks for the children and juice
4. Watch to refill coffee, water carafes for tea and milk

End of Coffee Hour

- Turn the coffee maker to “Off”. Drain the remaining coffee. Position the sprayer arm over the urn and press “brew”. When the spray has finished, drain the water directly into the grate (be careful because the water splatters). **When the unit has cooled a bit**, wipe out the urn with a moist dish towel, taking care to remove any grinds from the bottom. Leave the lid ajar for drying.
- Clear everything from Fellowship Hall that was brought in for Coffee Hour. Please dispose of or take home all extra food and leftovers. **DO NOT LEAVE ITEMS.**
- Return the leftover sugar, Sweet-n-Low/Equal packets, tea and stirrers to their appropriate containers
- Wash and replace all items used, leaving the counters free from items and the draining basket next to the sink clear.
- Leave the screw-tops off the carafes to allow them to air dry.
- Thoroughly clean all counter tops of crumbs
- Close the brown supply cabinet and turn the lights out when you leave
- Collect all table linens and dish towels. Wash them at home. Please return them before the next Coffee Hour. Make sure you put the table linens back under the front counter next to the refrigerator, and the dish towels above the sink.
- Tables and chairs should be pushed to the side of the room in Fellowship Hall.

If you find that you are running low on supplies, please leave a note on the brown cabinet or call Karen Moser at 655-4497. If you have other questions, please call Larry White 609-799-2624 or Ann Riemann 609-799-

8526. We truly appreciate your help with this important fellowship event. Please realize that this is a community kitchen, and sometimes things are not exactly as they should be. Please provide any help you can give to clean up a spill in the refrigerator or a sticky countertop, etc. And if there is something in need of repair, please let Karen, Larry, or Ann know as soon as possible. THANK YOU.