

You've signed up for coffee hour... now what?

Do: Mark it on your calendar - we don't always have a reminder process.

Buy: Half and Half. Snacks if you'd like to serve them. Snacks are not required, but always welcomed.

Day of: Come to church early (9:30ish) and start coffee no later than **9:45**.

Start coffee: Medium coffee urn - 20 cups should be fine for normal services. Use 1 ½ cups of ground coffee. Regular is fine, Decaf is fine, or use half decaf/half regular. Or you can do an urn of Regular and an urn of Decaf. Whatever your wish to do. You can find additional coffee in a box in the freezer downstairs if the kitchen supply runs low.

Put out: coffee mugs, sugars, stirrers, plates, napkins, snacks - covered (or leave covered in kitchen until after the service), cups for cold beverages, small garbage can with fresh liner if needed.

Optional: Tea, hot chocolate, cold beverage. These can usually be found in the kitchen. Use the electric kettle to make hot water.

Prepare and leave in refrigerator: Water pitcher, creamer with half and half

After service: leave sanctuary after service without stopping to chat! (Or leave earlier than that if you need more time). Put out cream, water, snacks.

Clean-up: Dirty dishes into dishwasher (check all areas for stray dishes), normal wash with Sani-dry option. Flip sign over from “dirty” to “clean.” No leftover food should be anywhere except the refrigerator in a closed container. Mark the date by which to discard, if possible. All garbage must be sealed and either put into the large garbage bin or put outside into the rolling bin. Clean kitchen counters and tables in Fellowship Hall with spray bottle in kitchen. Take home dishcloths and towels to wash and bring back (if you are willing.)

Location of items in kitchen:

Paper goods - in sealed box on counter

Creamers - in cupboard over microwave

Dishwasher detergent - under sink

Towels and washcloths - drawer near sink or box on counter

Emergency cream - bottom shelf of refrigerator

Trash bags - in cupboard under small utility sink

Coffee cups - plastic box on counter, or may be clean ones in the dishwasher

Questions: Just ask! There are plenty of other people who have done this before and know where things are.