

Coffee Hour Instructions



Please arrive before the 10:30am service with plenty of time to set up.

(Rich and Linda Johnson usually will make the coffee prior to the service). If coffee needs to be prepared, instructions for how to do so are on the inside kitchen cabinet to the right of the sink.

1. Place a tablecloth on large table in Fellowship Room (tablecloths can be found in drawer in kitchen).
2. Set out napkins, plates and utensils as needed. Check by the coffee to make sure there is enough creamer, sugars, stirrers, etc. Supplies can be found in kitchen cabinets.
3. Set out food (food suggestions are pastries, fruit, nuts, small sandwiches, chips, cookies) However, coffee hour need not be elaborate and if you wish to provide a more simple spread, please do not hesitate to volunteer.

During Coffee Hour

1. Serve drinks. Help serve plates of food as necessary. This is a great opportunity to get to know other church members!

Clean-Up

1. Put away paper goods. Leave coffee accessories on the coffee table.
2. Empty large coffee pot and clean in kitchen sink.
3. Wipe glass top on coffee table.
4. Shake out tablecloth and put away. If dirty, take home to wash and return next week.
5. Wipe off serving counter, sink and stove.
6. If necessary, bundle trash from kitchen and serving room. New liners are under the sink, in the right-hand cabinet.
7. If there are insufficient supplies for the next Sunday, call the church office and let Pam know.

Notes:

*Seasonal decorations are always a welcome addition!

*Feel free to bring your own décor, tablecloth, centerpiece, napkins, plates, whatever!

Thank you so much for volunteering!