

# INSTRUCTIONS



- Please arrive at church by 9:45AM.
- Make a pot of coffee using the metal urn. For a regular Sunday worship, fill water to 35 cups and add 2 cups of ground coffee. Plug this urn in on the island facing the parking lot. Be sure to press the ON button. It takes about 1-minute per cup to brew. Move the pot into the Gladish Room during the last hymn of the worship service. During special services and holidays it will be necessary to make a full pot of coffee (55 cups).
- Fill the small water kettle and plug it in during the last hymn for the few people who drink tea.
- Pour either apple juice or lemonade for the children. Fill 20 small cups and place on a tray at the end of the table (opposite the coffee). Leave extra cups and juice next to the tray. If making lemonade, two pitchers should be enough.
- Set out sugar, parmalat (milk) in pitcher, stirrers, napkins, and coffee cups near the urn. Also, set out some tea bags by the water kettle.
- Suggested food items: bagels, cookies, donut holes, coffee cakes, mini muffins, etc. This is meant to be a snack, therefore does not have to be elaborate. 50-75 people would be an average attendance on a regular Sunday. Holidays, baptisms, and confirmations will increase attendance.
- Leave service during the last hymn to move the coffee urn and hot water kettle into the Gladish Room.
- Start clean up at 11:45AM. Please take home all extra food. Take home and wash any dishtowels and tablecloths that were used—return them to church as soon as possible.
- Wipe off tabletops. Sweep up crumbs on the floor in the Gladish Room and in the kitchen.
- Take all trash out to the dumpster as you leave.

***Coffee Hour is an important part of church life!  
Your Participation is Greatly Appreciated!***