

# ***ST. ELIZABETH'S***

## **COFFEE HOUR INSTRUCTIONS/GETTING STARTED**

Who can serve as a coffee hour host?

- Anyone! Best to work in groups of 2 or 3. Kids love to help and are welcomed.

What food do I need to bring and how much?

- Bring light refreshments, enough to fill about 3 serving trays. Some examples: mini-muffins, cookies, quick breads, danishes or coffee cakes cut into pieces, pretzels, grapes, clementine oranges, Dunkin Munchkins, etc.
- If you would like to provide a gluten-free choice, please do. Or, there will be a stock of gluten-free snacks in the kitchen that can be served for our friends who have restrictions. Include the "gluten free" sign with tray.
- Whole milk will be stocked in the refrigerator (you do not need to provide as in the past).

When do I need to come Sunday morning? When do I stay until?

- Arrive at 9:30am to get started.
- Attend worship service at 10am and leave after communion to put out the snack trays and milk pitchers.
- Start to clean up at 11:45am. Takes about 15-20 minutes.

What exactly do I need to do?

- See the simple yet detailed instructions posted in the kitchen for making the coffee and setting the tables.
- In-person training is the best way to learn, so if you are new to coffee hour or need a refresher, we have experienced co-hosts at the ready to partner with you. Contact [sullivansandy6@gmail.com](mailto:sullivansandy6@gmail.com) to be paired.

How do I get reimbursed?

Your coffee hour expenses are fully reimbursable. Save receipts and complete a *Reimbursement Request* form found on the counter in kitchen. Submit it to the office for Grace Arscott, our financial administrator.