

## Coffee Hour Instructions

*"What Do I Need To Do For Coffee Hour?"*

### **1. WHAT TO DO:**

You decide what you would like to serve for Fellowship Hour: coffee, (regular and/or decaf), and tea (hot water and tea bags);

Also, you decide if you want to provide cookies/cake/ or donut holes and apple juice for the children.

\*Currently, regular and decaf coffee, sugar/sugar substitutes, and tea bags ( are available in the cabinet above the coffee urns.). If you need to purchase any of these items, please give the office a receipt for your purchases and we will reimburse you. Also, if serving coffee, you must purchase 1 quart of regular milk for coffee, but you can check to see if there is any in the fridge from the previous week first.

### **Directions for Making Coffee:**

We usually make 30 cups of regular and 20 cups of decaf.

COLD WATER	COFFEE
<b>1 Serving (6 fl. oz)</b>	<b>1 Tablespoon</b>
<b>10 Servings</b>	<b>½ Measuring Cup</b>
<b>20 Servings</b>	<b>1 Measuring: Cup</b>
<b>30 Servings</b>	<b>1 ½ Measuring Cups</b>

### **2. Preparation:**

Be sure there is enough coffee available.

Prepare coffee pots and plug in on front counter @ approx. 9:30 A.M.

Set up cups (found in cabinet to the right of the refrigerator),  
and put on the front counter. Extra cups are in back hall  
closet.

Put out sugar, sugar substitutes, stirrers, and tea bags on counter.

Fill two creamers with milk, but keep in refrigerator until serving time.

Put out napkins which are in top drawer opposite from the refrigerator

### **3. Directions for Making Tea:**

Use white electric tea pot.

Fill with water and plug in to get hot, but unplug during church service.

Heat again (during last hymn) and pour into black carafe which is by urns. Place on counter.

### **4. Juice:**

Serving juice is optional. If you want to serve juice or lemonade, (1/2 gallon). If you decide to serve juice, pour into 2 pitchers (which are in cabinet above the dishwasher) and place in refrigerator until serving time.

Also fill one pitcher with water.

These go on the round table in the vestry along with napkins and small plastic cups.

### **Optional:**

You decide whether or not you want to serve cookies, snacks, etc. Also, if you want to serve lemonade or iced tea (especially during the summer), these items must be purchased as well.

Clean-up

Put away all supplies; drain coffee and rinse out urns.

(Usually everything is cleaned up by noon.)

**Thank you from the Trustees:** Since the fellowship people typically are the last people to vacate the Church, Council determined in 2018, that the serving committee would also turn off the lights and lock the exterior doors. The Trustee's procedures are posted in the kitchen (between the 2 kitchen windows facing the vestry). Thank you for helping to secure the Church. The extra time to check the lights and doors is much appreciated."

THANK YOU AGAIN FOR HELPING OUT