

## Instructions for Coffee Hour Volunteers

### A Biblical View of our Efforts ...

<sup>1Co 10:31</sup> **So whether you eat or drink or whatever you do, do it all for the glory of God.**

<sup>Col 3:17</sup> **And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.**

<sup>Col 3:23</sup> **Whatever you do, work at it with all your heart, as working for the Lord, not for men,** <sup>Col 3:24</sup> **since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.**

#### 1. What to bring?

- **2** quarts of Half and Half,
- 1 quart milk
- Snacks: breakfast breads, muffins, fruit, bagels, veggies, cheese & crackers or whatever you'd like. **We do have children in the congregation with nut allergies – please label any foods containing nuts!**

#### 2. What you should know ahead of time:

- You will need at least 30 minutes to set up prior to going to the service.
- **We have a New Coffee Maker – the instructions are easy!**
  1. Insert a Bunn filter into the funnel
  2. Pour in fresh coffee (1/2 cup)
  3. Shake funnel gently to level grounds
  4. Slide funnel into funnel rails of the brewer
  5. Place an empty airport (coffee dispenser-carafe) under funnel
  6. Place on/off switch in lighted upper position
  7. Make sure **ready green light is on** before next step
  8. Momentarily press and release “START” button
  9. When brewing is complete-discard the grounds and filter

All instructions are next to coffee maker. – the amount of Coffee you should make is listed below.

#### 3. Where are the Coffee Hour Supplies?

- All cabinets are labeled in the kitchen.
- Kid's snacks are put out in baskets or cups in the large service window. Apple juice also.
- Sugar, teabags, creamer, stirrers etc. are in the upper cabinet next to the larger service window.
- Coffee, coffee cups and juice cups are in labeled drawers.

- Plates and napkins are in another labeled drawer.
- Apple Juice- In the refrigerator with backups under the sink
- Serving trays for food, juice are in another labeled drawer.

**\*\*Note- all of the drawers and cabinets are labeled with contents.**

### On Sunday Mornings:

#### 1. Set-up Prior to the Service ...

##### Immediate Steps to begin:

- Please start coffee using the directions above. You will need about 6 carafes regular and 2 carafes decaf. **(Each carafe holds 12 cups of coffee and only takes 5 minutes to make!!)**
- Hot water is always available – just put it in carafe or set up hot water urn, plug in and set by larger service window.
- Pour your cream and milk into 3 creamers and store in the refrigerator until after the first service.
- Arrange food on platters and place on the serving table or in the refrigerator as needed.
- Line 2 or 3 baskets with napkins and fill with a few of the choices from the kids snack drawer. Place these in the larger service window, leaving space for an apple juice tray.
- Pour apple juice into plastic drink dispenser. Put dispenser out on small round table in Phillips Hall near kitchen window, with a supply of small cups and some napkins. Place an extra bottle of juice in the refrigerator to use for refilling dispenser.
- Tables-  
In the Phillips Hall, you can set up 2 "stations" of round tables to use for coffee and tea service. Place coffee cups, napkins, stirrers, 2 sugar bowls, sweeteners, creamer and tea bags at each station. Once coffee is brewed, you will place a regular, decaf, and hot water at each station.

Have another station at the windows in the kitchen. These stations will need to be refilled throughout the coffee hour time.

On the 2 long rectangle table put table cloths (from the linen closet in Phillips Hall). This will be the main food table. Set out napkins, plates (and plastic utensils, only if needed).

- **Once this set up is complete. You can attend the Worship Service.**
- Plan on leaving the worship service at the end of the sermon - (Except for Communion Sundays –leave before final song or benediction)

## **2. As you leave the service early ...**

- Your first task is to move coffee carafes to the round table stations and window station.
- Put 1 cream and 1 milk from the refrigerator at each station (the 3rd carafes will be used to refill).
- Set one tray of juice in the larger service window.

### **Your tasks during Coffee Hour:**

- Replenish the coffee and tea carafes. Fill up the backup carafes and replace the ones at the coffee stations after the first 10 minutes. Continue to replenish as needed.
- Refill coffee cups, plates and napkins as needed.
- Refill cream and milk as needed.
- Keep kids snacks filled and juice supplied.

## **3. Clean-Up ... If attending the second service, begin clean up directly following that service. If not attending the second service, begin clean up as people begin to leave the Fellowship Hour.**

- Hand wash the carafes – they are NOT dishwasher safe!
- Refill and repack all containers of sugar, sweet and low, tea bags, stirrers etc. Return to cabinets.
- Clean off Adult food Table (tin foil and plastic bags are in a drawer in the kitchen island). Take any remaining food home with you.
- Wash any platters and return to drawers.
- Replace kids' snacks in containers and store tightly in the kids snack drawer.
- Wipe down the counters and tables.
- Return clean linens to the closet. **Take home and wash dirty linens.**

**Thank you!**

**This Fellowship Hour is so important to our congregation!**

**“Well done, good and faithful servants!!” Matthew 25:21**