

# EXTRAS

Feel free to make your coffee hour as simple or as fancy as you like!

- Reusable tablecloths are in the cabinet in the kitchen
- You can choose not to use tablecloths at all, or bring your own if you like!
- Buy or make your goodies (they will be enjoyed either way!)
- Use the wheel cart in the kitchen for bringing the coffee and water urns to Fellowship Hall



Coffee and hot water urns are ontop of the refrigerator

Coffee, creamers, stirrers are in the cabinet labeled "Coffee Hour Supplies"



Tea, sugar, sweeteners can be found in the drawer labeled "Tea". Bring container to Fellowship Hall.

Milk, half & half, butter, and cream cheese are all labeled in the refrigerator



Juice boxes are with the cold cups in a box labeled "Coffee Hour"



# Thank you for hosting Coffee Hour



Coffee Hour is a very important time in the life of our church. It is a time of fellowship and a time to get to know our visitors and make them feel welcome.



## THE CHURCH PROVIDES

- Bagels- cream cheese/butter
- Coffee
- Tea
- Sugar and sweeteners
- Milk and half/half
- Juice boxes for the children
- Paper goods
- Plasticware and stirrers
- Milk for coffee
- Juice for the children

## YOU PROVIDE

- Goodies- cakes, breads, cookies, etc (homemade or store bought)

\*Be cognizant of of nut/seed allergies

## HOW MUCH TO PROVIDE

Attendance is typically between 50-75 individuals.

Plan on one piece of something for each person. (Remember, you are providing just a light snack.)

## SET-UP

- Arrive between 9:30-9:40am
- Make the coffee first!!!
- Fill the small pot on top of the refrigerator for hot water for tea. It is labeled “hot water only”.
- Fill the filter of the large coffee urn on top of the refrigerator with 3 cups of coffee and add 40 cups of water. (Instructions for more or less are hanging in the kitchen)
- Use the cart to take both urns to Fellowship Hall and plug them into the outlets under the mugs.

## SET-UP CONTINUED

- On the coffee/tea table put out paper cups, sugar, tea bags, stirrers, milk and half/half .
- On your goodies table put out napkins, plates and forks (only if you need them.)
- Encourage people to use the hanging mugs. When they are finished, please have them load the used mugs into the dishwasher.

## CLEAN-UP

- Empty and clean both urns, wipe down tables and put away tablecloths if used, make sure all garbage is in the garbage can, run the dishwasher (detergent is under the sink).
- If you have leftovers feel free to freeze them to be used for a time when we don't have a Coffee Hour Volunteer!



## THANK YOU!