

## Doing Coffee Hour

Thank you for volunteering to host coffee hour. The procedures for doing the hour are really quite easy to follow.

### The Welcome Team will supply the following:

Bagels Picked up by Taurino - Coffee and Tea plates, Cups. Napkins, Cutlery

### Procedures to follow when hosting: Day Before Purchase the following:

- Milk/half and half (half gallon of each)
- Butter and any other desired spread for bagels (butter, cream cheese)
- Juice for children (half gallon of apple or cranberry)
- Optional purchase cookies/cake, fruit, etc.

### Sunday (Set-up) Arrive by 8:45

- Cut bagels and place them on trays
- Set up tables (tablecloths are in the supply closet) three round, three rectangles for large and small table, an additional rectangle grey or black cloth for the coffee table
- The red tote in the closet contains Bagel cutter and other items needed for set up.
- Taurino usually makes the coffee
- Put up water for tea,
- Put on table: containers for milk, sugar, stirrers, small plates, and cups. These items can be found in the Coffee hour red tote.

### **Go to Church Service**

*You should get on line for communion first. After taking communion put out remainder of the items needed for coffee hour.*

- Put out the bagels, spreads, juice etc. on tables before the congregation comes into the parish hall.
- Have a cup of Coffee
- Clean up

***Thanks again for volunteering!***