

COFFEE HOST INSTRUCTIONS

Please Read (copy of these instructions are on the counter in a binder in the kitchen)



7:30 am – Setup for 7:45 service and coffee for 10:15

- Decaf coffee – 40 cups
 - Place pot marked “Decaf Coffee” on rolling cart
 - Fill pot to max line
 - Add 2 level scoops of decaf into basket
 - Roll to Welcome Center and plug in
- Regular coffee – 60 cups (less in summer when numbers are lower)
 - Place large pot on rolling cart
 - Fill to appropriate level
 - Add 3 level cups of grounds for 60 cups (reduce by appropriate amount if making less coffee)
 - Roll to Welcome Center and plug in
- Hot water
 - Place the medium sized Nesco pot on the cart
 - Fill with water
 - Roll to Welcome Center and plug in
- Coffee Supplies also on the cart in Welcome Center
 - Coffee cups
 - Sweetener packets
 - Basket of creamer pods
 - Teaspoons
 - Tea bags
 - Napkins
- Place on table in Gathering Room
 - Napkins
 - Small plates
 - Pitchers of water and glasses

Set up for 10:15 Service

- Check the refrigerator for items marked to be used for coffee hour – use your judgement as to whether they are still good to use
- Make sure there are enough coffee cups on the cart
- Set out your snacks and whatever cutlery is needed

Clean up after the 10:15 service:

- Wheel the coffee cart into the kitchen
 - Empty and rinse the coffee pots
 - Place them in the corner by the paper towel rack
 - Return tea bags and coffee cart supplies to their places
 - Place the empty coffee cart between the refrigerator and stove in the kitchen
- Wash any serving trays and return to cupboards
- Put other washable items in the dishwasher and start it if it's full
- Wipe down serving table in the Gathering Room
- Make sure there aren't crumbs on the floor (there is a small carpet sweeper in the coat rack area next to the women's restroom)
- Empty small trash can in the Welcome Center
- Empty kitchen trash cans (the dumpster key is on a hook by the kitchen door)
- Wipe down kitchen counter tops
- Run the garbage disposal
- Pull down the kitchen blinds
- If you have leftovers that you leave in the fridge, please label them for next week's coffee hour and put the date on them. Labeling supplies are in the drawer near the sink on the window wall

If you notice that we are low on any coffee hour supplies, please mark them on the list clipped to the side of the refrigerator.

Thank you!

What To Serve

At St. Luke's we try to keep our coffee hour simple. You are welcome to bring whatever you would like, but below is a guideline to help if you're hosting for the first time:

- Plan for about 50 people, with a little more if it's a bigger day such as Palm Sunday
- Something sweet - bake if that's your thing. but many of us bring store bought items, often from Costco. Cookies, muffins, donuts, sweet breads all go over well
- Something savory - pretzels, cheese slices. other snacky things. Some people bring chips with hummus or salsa
- Fruit or veggies - cut up with or without something to dip

We are all grateful for whatever is placed on the table to enjoy with our fellowship after worship, so have fun and don't stress about it!