



# Coffee Hour – Instructions

Thank you for hosting coffee hour!

## **What to Bring:**

Snacks – your choice anything is appreciated!  
(i.e. cookies, cake, fruit, cheese and crackers, veggies and dip, donuts, etc.)  
Milk (1 quart, if needed)  
Half & Half (1 quart, if needed)

## **Before the Service**

### **1. Make coffee**

- REGULAR: See Percolator Instructions
- DECAF:
  - Use the automatic coffee maker
  - Place a filter and ½ cup of decaffeinated coffee in the coffee maker basket
  - Place the decaf pot on the hot plate on the left and turn the burner on under that pot.
  - Use another pot to add one pot of COLD water at the top on the right.

### **2. Boil Water for tea**

Use the electric kettle on the cart. Boil it before the service.

### **3. Check Juice**

Check the refrigerator for juice. If extra juice from closet is needed, chill during the service.

### **4. Set the table**

Most supplies can be found in the closet

- Tablecloths
- Napkins and plates
- Spoons, forks, knives (as needed)
- Hot and Cold Cups
- Coffee stirrers
- Sugar and Artificial sweetener
- Tea bags
- Small pitchers for milk (in kitchen cabinets)
- Platters/baskets for the food (on large cart and in kitchen cabinets)

### **5. Set out non-refrigerated food**

## **After the Service**

Leave after communion and prepare for the post-service rush:

- Set out refrigerated food
- Pour milk into small pitchers
- Set out juice
- Reheat water in electric kettle

## **Clean Up:**

Please clean up the lounge and leave it as you found it in the morning

- Collect trash, wipe counters and tabletops, vacuum crumbs off the carpet
- Unplug, wash and put away urns and coffee pots
- Wash any dishes used, dry and put away
- Take tablecloths / dishcloths home to wash, or put in the laundry basket in closet