



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