

# Church of the Advent Coffee Hour Instructions

## Supplies *(If you notice supplies are running low, please leave a note in office)*

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| <input type="checkbox"/> Coffee (decaf & regular)                        | <input type="checkbox"/> "Pump" coffee carafe <i>(optional)</i> |
| <input type="checkbox"/> A selection of teas                             | <input type="checkbox"/> Sugar and sweeteners                   |
| <input type="checkbox"/> Hot chocolate & iced tea<br>(seasonal/optional) | <input type="checkbox"/> Powdered Coffeemate                    |
| <input type="checkbox"/> Lemonade (powdered<br>seasonal/optional)        | <input type="checkbox"/> Paper napkins, plates, cups            |
| <input type="checkbox"/> 2 Coffee makers (medium)                        | <input type="checkbox"/> Forks, spoons, knives                  |
| <input type="checkbox"/> Hot water carafes (2)                           | <input type="checkbox"/> 2 Pitchers (for water/ lemonade)       |
|  | <input type="checkbox"/> Mugs                                   |
|  | <input type="checkbox"/> "Kid Snacks" (Office will handle)      |

## Location of Supplies *(Many groups use the kitchen. Please move misplaced items)*

- Coffee percolators and carafes are stored on shelf over stove.
- Pitchers are in cabinet over dishwasher.
- Coffee, extra tea, and all food items are in corner cabinet below microwave.
- (Optional) Kristina has put snacks for kids in Rubbermaid containers in the center cabinet beneath the kitchen opening/"window."
- Tea & coffee supplies are in upper cabinet to left of opening/"window."
- Mugs are in upper cabinet to right of stove and/or in the dishwasher.
- Paper goods are in upper and lower cabinets to right of sink. (Use washable plates (in hall closet by restroom) and silverware as possible)
- Serving plates, platters/trays are in lower cabinet to left of the dishwasher.
- Knives, forks, spoons are in drawers beneath the opening/window.
- Tea towels are in drawer to right of sink
- Tablecloths, extra creamers, plates, etc. are in closet by restroom.

## Coffee Host's Duties

### Food /Setup: Start 8:45/9:00am

- **Bring/Buy:**
  - Finger food (bought or homemade) for 20-30 adults & 10-15 kids: (ex: Coffee cake/breads, fruit, couple of boxes of cookies/crackers. (Don't overdo!))
  - Half&Half (1 pint) and milk (1 pint) for coffee and tea

Note: Money is available for reimbursement. Put receipt in office.
- **Arrive at 8:45/9:00am**
  1. Heat water for tea: in the kettle on the stove. When boiling, pour into the two (2) white carafes.
  2. Set up coffee makers: (No filter needed. Ensure basket is completely set in)
    - a. Decaffeinated: Fill w/water to 20 cups. Put 1 ¼ cups of coffee in basket.
    - b. Caffeinated: Fill w/ water to 25 cups. Put in 1 ½ cups of coffee in basket.

3. Start coffee makers: Plug into socket under cabinet with teas, etc. **MAKE SURE THEY TURN ON.** If they don't, remove lid and jingle basket to ensure set.
4. Fill 2 pitchers & put in fridge: One with water. Other with lemonade (optional). (Follow directions on lemonade box: 4 scoops for 2 quarts.)
5. Put out beverage supplies: Basket of tea packets, sugar and artificial sweetener, Coffeemate, spoons/stirrers, a small bowl or other receptacle for used teabags, spoons, etc.
6. Empty Dishwasher: Put out coffee mugs (20 minimum)
7. Put something in small kitchen window for dirty mugs and dishes.
8. Arrange food on church plates/platters: Cover & leave in fridge or on the "island."
9. Set up food table: A table should be already set up in the parish hall along the parking lot wall or in front of "window." Put on tablecloth (from closet by bathroom). Set out paper napkins. (Plates & forks as needed)

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| <p><b>Serve/Cleanup: Start during Communion. Finish 11:30/11:45</b></p> |
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- **Leave the service after taking Communion**
  1. Put out food on serving table.
  2. Take pitchers of water and lemonade out of fridge and put on round table in parish hall with plastic cups.
  3. Put out cream and milk
  4. "Man" opening/window.
- **Start Clean-up at 11:00:**
  1. Transfer leftovers to "window." Clear food table.
  2. Empty & wash coffee makers & rinse carafes.
  3. Place carafes & coffee makers on shelf above stove. (Lids off.)
  4. Put platter, mugs, plates, spoons, and any utensils into dishwasher.
  5. Put small plastic bags on food table and encourage parishioners to take all leftovers. Stress that leftovers will be discarded if not taken.
- **Finish Clean-up at 11:30/11:45**
  1. Put all supplies away in respective cabinets.
  2. Take home leftovers and milk/cream. **DO NOT LEAVE ANY LEFTOVERS IN THE REFRIGERATOR!**
  3. Put detergent packet into dishwasher. **Turn on.**
  4. Take home and wash any used towels or linens. Return by next Sunday.

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| <p style="text-align: center;"><b>Thank you for hosting coffee hour!!</b></p> |
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| <p style="text-align: center;">If you have any suggestions or comments, please contact the office or Christine Babson<br/>Phone: 508 259-6164 Email: christinebabson2019@gmail.com</p> |
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