

Christ's Church

INSTRUCTIONS FOR COFFEE HOUR

Below is a list of items you will need to bring and some tried & true helpful hints to make Coffee Hour run smoothly. If you are serving with another family, please contact your co-server to divide up the supplies. Remember: Never be afraid to ask others to pitch in!

Supplies You Need to Bring:

Beverage:

- ❖ Milk – 1/2 gallon of whole milk or ½ & ½, and ½ gallon of low fat or skim.
- ❖ Juice - 4 gallons juice (preferably apple juice) for the children

Food :

- ❖ 6-8 cakes/baked goods, homemade or store bought (i.e., pound cake, muffins cut in half or quarters, or mini-muffins, etc.)
- ❖ Children's Snack – 6-8 boxes cookies, mini-donuts, mini-muffins or something similar suitable for children. (Aim to cut or serve 150 pieces)
- ❖ You can also change things up and offer bagels, or fruit and cheese, or whatever you like- it's entirely up to you!

Instructions:

Cris will make the coffee, set up the tables with tablecloths, ready for your set up.

- ❖ Cut the baked goods into pieces and arrange them on serving platters (found in kitchen on rear-wall cabinets near ovens).
- ❖ Fill the creamers (pitchers for milk under coffee with urns) and sugar bowls (coffee-supply cabinet left of entrance)
- ❖ Place on tables - napkins, mugs & juice cups, and tea bags by hot water (bring hot-water pot out to table, just before service ends).
- ❖ Children's table - pour a number of juice cups to help with the initial stampede!
- ❖ Bring the wheeled cart out and park it near the end of the table to hold dirty coffee cups—makes it easier for clean-up later). Also, place trash bin (near table).

Plan on leaving the service just before the Recessional, usually after the offering or Communion, to make final preparations:

- ❖ Fill coffee pots- the serving pots are under the coffee makers in kitchen and place the serving pots on tables;
- ❖ Fill the hot water “pump pot” from the hot water urn and place on the table with the tea bags.
- ❖ Optional: You may also want to unplug the Coffee Urns, place on the cup cart and station the cart behind the coffee table so that refills can be done on the spot – eliminating the running back and forth to the kitchen. If you do this please be very careful not to leave them unattended- we don't want any accidents!

Helpful Hints:

Costco has quite good baked goods—cookies, pound cake, coffee cakes, etc.

The optimal practice is for two people to serve coffee and tea, so that one can run to re-fill pots and creamers and one person to serve juice and cookies to the children.

You're Almost Done—Clean Up:

- ❖ Hosts are responsible for tidying up afterwards. (Aprons are in the long cupboard where the sugars and creamer are kept, to protect your clothing).
- ❖ Coffee pots, pitchers, plates, and spoons should be hand-washed, dried, and put away; mugs placed in dishwasher and dishwasher run (dishwasher soap is located under the sink next to the dishwasher).
- ❖ The large coffee machines should be switched off and rinsed.
- ❖ Wipe off counters
- ❖ Please take home any milk, juice, or food that is left over.

Other little Notes:

If for any reason you are unable to host on your Sunday, please find a replacement to take your place and contact Cris Thorne, cthorne@ccrye.org or 967-1749

You may request a tax deduction slip or reimbursement for expenses, please provide the Parish Office with your receipts along with a written request.

If you want to estimate numbers expected at the morning service please ring Charlotte, the Parish Administrator, at the Parish Office (967 1749) to find out if there is a special service for your Sunday (i.e., a Christening, special guest speaker, no Sunday School, etc.).

Please email or call Cris Thorne, cthorne@ccrye.org or 967-1749, the Verger if you have any questions or concerns or suggestions.

And, last but certainly not least, thank you so much for hosting Coffee Hour—a much beloved tradition at Christ's Church—we very much appreciate your support.