

We rotate coffee hour duties by members and friends last names!

When it's your turn, please bring some food to share for our after-service coffee hour and lend a hand!

You can bring store bought cookies, cupcakes, crackers & cheese, chips and dip, fruit, or something homemade.. Please no nuts as there are some persons with allergies. No need to bring more than ONE item as you'll be sharing your role with many people! If you have 2 persons in your family with different last names, decide what works best for you! There are also extra crackers and store-bought cookies in the shelves to the right of the fridge. This is a volunteer activity, but it's a great way to meet other friends and members and our fellowship committee is very small so your help is appreciated! Here are the coffee hour tasks for set-up, hosting, and some clean up.

NOTE: REG Coffee is made by our sexton at 10:00 AM. Half and half and milk will be in the fridge.

Please arrive @ 9:15 AM Tables are set up by our sexton.

1. Make sure dishwasher is turned on. Check switch bottom left **AND** ON switch (near parlor door).
2. Make sure DECAF machine is plugged in. **We must wait 15 minutes** before pouring ONE coffee pot of water using empty coffee filter through machine. Make sure WATER is hot before making a pot of decaf – Item #8 . Filters are in drawer near decaf machine.
3. Turn on oven fan for safety (to the right of oven) if anyone is cooking anything.
4. Please put tablecloths on tables. (found in the LR/parlor closet.)
You'll need 2 large cloths & 4 small card tablecloths.
5. At end of large table, place 2 green trays (above large sinks) and place on them :
children's cups & 2 water pitchers with ice for the kids. Best to use light plastic water pitchers.
6. Place food and napkins on the long tables. (2 napkin baskets are in drawer near Decaf coffee maker)
7. **Open kitchen divider to hall and set up coffee buffet LEFT TO RIGHT from kitchen perspective:**
 - a. Few RED mugs for NEW visitors with new visitor sign
 - b. 4 baskets of cups for service (found under kitchen island. Red mugs & NEW VISITOR sign is here too.)
 - c. Decaf decanter turned outward with little plate for drips and DECAF sign. (cab right of small sink)
 - d. Large coffee urn turned outward with little plate for drips – ensure it's plugged in if sexton has this ready.*
 - e. Green tray with coffee sides – pitchers of ½ & ½, milk & fake sugar, real sugar, wooden stirrers
 - f. Basket of teas (found in drawer near Decaf coffee maker) at end of buffet line with hot water in decanter just before coffee hour starts. **NOTE: We usually boil water just coffee hour begins.** We have very few tea requests!
 - g. Place empty dishwasher rack on far right for everyone to put empty dirty cups.
8. **Fill stove teapot with water and bring it to a boil. Pour boiling water into decaf decanter.**
NEXT MAKE 1 pot of decaf! (Sign near machine has instructions) When decaf is done, empty boiling water from decanter and fill with decaf.
9. Plastic tablecloth goes on kitchen island near dishwasher. It's stored in the kitchen closet.
10. Make sure coffee buffet is easy to use and coffee urn is plugged in if sexton has this ready.
*(Rule of thumb: 3.75-4 cups of ground coffee for 45 cups)
11. Run the dishwasher once to ensure water gets hot!

Just before coffee hour starts: (Leave church early during last hymn.)

Boil water for tea and set out on heat-proof coaster by tea bag basket.

Fill creamers with ½& ½ and milk and greet guests! - continue to fill creamers as necessary.

While coffee hour winds down:

Remove empty plates from tables and start washing dishes and clean up kitchen counters.

Our sexton is paid to help us finish the dishes and clean up the kitchen and do the below checklist. If you want to leave when coffee hour is winding down, please feel free! If you want to stay and help, below is a checklist!

- a. Put away clean plates and cups.
- b. Throw out extra coffee and rinse out decanter/urn.
- c. Clean up sinks and surfaces.
- d. Turn off stove fan and ensure all oven pilot lights are lit.
- e. Turn off dishwasher switch (bottom left) and LARGE switch near parlor.
- f. Close kitchen windows.
- g. Unplug the decaf coffee machine.
- h. Make sure hall and parlor windows are shut. Change hall thermostat in winter to just WARM.
- i. Turn out the lights!
- j. Check with sexton, he/she will be responsible to lock all doors and shut all windows.

Fellowship committee members:

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THANK YOU!!