

## Coffee Hour Host Instructions

Dear \_\_\_\_\_,

Thank you for serving as Coffee Hour Hosts on \_\_\_\_\_.

You will be hosting coffee hour:

- after the 9:00 service.
- after the 10:30 service.
- after both services.

### Directions:

1. Arrive at church around 9:30 to set up for the first Coffee Hour. The cart with cups and supplies is located in front of the kitchen window and should be moved out under the awning in front of the church. In the event that it is pouring rain or too cold, Coffee Hour will be held in the Fellowship Hall.
2. Please bring some cookies or sweets to share.
3. Set up all the supplies, coffee cups, paper cups, sugar, creamer, spoons, napkins, and basket for donations on the cart by 10:00.
  - Most supplies are in the cart; however, additional supplies are located in the kitchen (lower middle cabinet on the pantry wall).
  - Place a kitchen wastebasket next to the cart for trash.
  - Also pour cups of apple juice (located in the refrigerator or the cupboard) for members or children. There are usually many children at the 9:00 service and just a few at the 10:30.
4. Making coffee – start with a pot of regular and a pot of decaf.
  - There are pre-measured bags of coffee & filters in the cupboard below and next to the coffee machine.
  - A new filter is needed for each pot.
  - Once filter and coffee are in place, turn the burner on and press “**Start**”.
  - Decaf pots are orange handled. You may need to make more pots as needed.
  - Regular coffee cups are located in the in the cart and more are in the kitchen. You can also use Styrofoam cups.
  - Be careful when you pull the shelves of the cart open for cups, because the shelves can fall out!*
5. Hot Tea – there are thermal insulated pitchers in the lower cabinet next to the paper towel dispenser. Fill one half-way with hot water from the red lever on the left of the coffee pot. Be careful! The hot water comes out scalding.
6. The first coffee hour is over when everyone has gone in for the 10:30 service. Leave everything set up for the next coffee hour. You may wish to leave the 10:30 service after communion to give yourself time to se up for the second coffee hour. This is when you will make more coffee, place out the juice and second plate of sweets, and refurbish any supplies.

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7. Following the second Coffee Hour, please clean up. Either hand wash and put away coffee cups or put them in the dishwasher, running it when you are finished. Empty and clean the coffee pots and carafes used. Empty the garbage cans into the dumpster at the back of our property and reline the cans with garbage bags found next to the microwave in the kitchen. Return the Alms offering to **Kait Scoles**. If Kait is not available, please put the money in an envelope (located in the coffee cart), and put the envelope under the church office door.
8. Please restock the cart it with clean supplies and return it to the Fellowship Hall when finished.
9. If you are having Coffee Hour inside, follow all directions, plus place the sign directing people to the Fellowship Hall outside the exterior doors of the church. The sign should be located in the coat closet area.

Thank you for being willing to serve coffee, greet visitors and host this important fellowship time! If you have any questions, please call me.

Yours in Christ,

Your Coffee Host Captain

Telephone # \_\_\_\_\_

*Sometimes there are special events after the 10:30 service in which either cakes or special desserts are provided. If this is the case, you will be notified and only need to provide the coffee and juice and set up and clean as directed.*