

HOSTING COFFEE HOUR

Set Up Between 9-10 Sunday morning – **OR** the Saturday before (but check with the office to make sure the hall is not being used).

Plan: This takes under 1 hour for preparation/set up. **Sign in on white board.**

- ❖ 2 tables for refreshments and 6-8 chairs around the walls
- ❖ Kids table next to driveway door and piano in Foulkes Hall
- ❖ Place **GREEN** tablecloths on adult tables (found in closet in Foulkes Hall)
- ❖ Fill **BIG** coffee Makers with extendable hose located next to the hand sink. Coffee in refrigerator or pantry shelf
 - *1 pot **REGULAR** – make 45 cups *1 pot **DECAF** – make 30 cups
 - Follow instructions posted on kitchen wall next to window
 - *Place coffee makers on each end of counter with sign for each and put about 30 coffee cups around each pot. Juice glasses on table.

SUPPLIES:

- ❖ Juice located in refrigerator or on shelf in pantry – or use instant lemonade in no juice
 - ❖ Sugar packets, powdered non-dairy creamer, napkins, and stirrers in pantry
 - ❖ Coffee cups, juice glasses, cream pitchers, silverware are in cabinets
 - ❖ Extra supplies may be found in the big storage closet in Foulkes Hall
- Feel free to bring a qt of half & half, your own napkins, and table cloths.**

*****Choice of goodies is up to you – need ADULT AND KIDS food *****

****KEEP IT SIMPLE****

Sunday Morning:

1. **Plug in coffee makers before church service begins.**
2. Leave church service during last hymn to tend to last minute details
3. **Turn on dishwasher by following directions on wall – takes 30 min to heat up.**

Clean UP: LESS THEN 1 HOUR!

- ❖ Return tables and clean kitchen.
- ❖ Shut down dishwasher – following directions carefully.
- ❖ Take any towels and linens home to clean and return ASAP.

Thank you for volunteering to host Coffee Hour!

This time is so important to the fellowship of our church!