

Coffee Hour Instructions

Setup duties

Always ask others to help!

Before the service starts

- Start the coffee. Instructions are posted next to the maker. If you need help – ask Paul Fromberg, Sara Miles, Jon Spangler, or Katherine Krebs (there are others who use the coffee maker – their names escape me!)
- Check there is half and half in the fridge. Also check to see if there is left-over food in the fridge that can be served.
- Check the coffee/tea service tray, to make sure there are enough sugar/sweetener bags (each of the silver holders should be very full), stirrers, teabags (including a variety of herbal and black tea bags), small napkins.
- Set out food attractively on platters and in bowls and load it on the cart. Put napkins and any necessary serving utensils on the cart, too.

During the service

As soon as you take communion, finish setting up:

- Take 1 or 2 folding tables (depending on how much food there is) from the closet and set them up **quietly in** front of the crosses in the middle of the church as the service continues. Cover these with tablecloths. Put small, empty blue, green and gray trashcans next to the table.
- Put half and half into the two stainless steel creamers and put them on the lower shelf of the cart along with the tray with sugar, tea bags etc

Directly after the service

- When service is finished, wait for the deacons to bring chalices and pattens into the kitchen for cleaning.
- Immediately after, roll the cart out to the altar, set up the coffee and hot water, and cups.
- Set food on folding tables.

Coffee Hour Cleanup

2 people, 15 minutes!

- At 10:20 (after the 8:30 service) or 12:20 (after the 10:45 service) clear off tables and altar:
 - Bring dishes, serving utensils and coffeepots into the kitchen
 - Give away or throwaway leftover food.
 - Trash:
 - Compostable garbage (food, coffee cups, used paper plates, stirrers, napkins etc) goes in any kitchen green bin.
 - Recyclable trash (rigid plastic, paper, cans, etc) in any kitchen blue bin.

- Put away sugar, stirrers, teabags, and napkins in the **tea cabinet** (above the counter with coffeepots)
- Fold up and put away tablecloths in the **tablecloth cabinet** (below the counter with coffeepots.) If they are wet or dirty, put them in the **laundry hamper** (under the utility sink)
- Fold up tables and put them away in the closet in the rotunda under the bear
- Wash dishes. Dry them and put them away on the **dish shelves** to the right of the utility sink. Serving utensils go in the **serving utensils drawer** to the left of the stove.
- Wash coffeepots. Put them back on the counter next to the coffee machine, and leave open to dry.

MANY THANKS—You are helping to give a warm welcome to all.