

# Help! I'm Hosting Coffee Hour

These steps will make hosting the coffee hour stress-free

## PRELIMINARY STEPS

1. . Decide if you want to serve more than just the Panera stuff, e.g., fruit, juice, etc. This is optional and your choice as the host
2. There are Mini-Moos, individual non-dairy liquid containers, which can be served as the creamers. Or you can bring fresh milk or half and half for your Sunday.

## SUNDAY MORNING—BEFORE LITURGY

Arrive no later than 9:45AM so that you can prepare the trays of Panera sweets or whatever you have brought to serve.

1. Nick Terezis usually prepares the regular and decaf coffee. You may want to prepare hot water in the teamaker for tea. If Nick is not in church that Sunday, there are charts on the wall which list the correct amounts of coffee/water. Make sure that the stems are fully seated in the hole at the bottom of the urn. Do not overfill the urns
2. The urns are located on the side cart for self-serving. Plug the regular and decaf urn into the wall outlet.
3. Place the coffee cups on the cart with the two coffee urns. Place the following at the end of the buffet table near the coffee:
  - Sugar, sweetener, creamers, stirrers, tea bags
  - Put napkins and some COLD CUPS on the large serving table.
  - The cold cups should be offered to those who want either water or juice
  - A lined basket or container empty sugar packets, used stirrers, etc
  - A basket for donations with the plastic sign encouraging donations.

4. If you plan to use the ovens, please be sure to leave the dial on PILOT.  
PLEASE DO NOT TURN THE DIAL TO OFF.

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## AFTER COMMUNION

1. Fill the creamers with milk/half and half
2. At 10:30-11:00 am , plug in both urns

## CLEANUP

1. Try to give away any remaining sweets. We do not store leftovers. If you can't give it away, throw it away.
2. UNPLUG EVERYTHING. Pour leftover coffee and hot water into the sink. Throw the grounds in the garbage can. Wash and dry the urns, lids, stems, and baskets. Keep all of the parts together for each urn. Please be careful not to throw the stems in the trash.
3. Wash the creamers. Put away the cups, napkins, sugar etc. Please put everything back where you found it, Nothing should be left on the counters or in the dishrack,
4. Wipe the serving tables and close all cabinet doors in the kitchen
5. Cash donations should be given to the Ministry head or Treasurer of the sponsoring organizations.

Thank you and God bless you for your help!