

# HOW TO HOST COFFEE HOUR

Thank you for volunteering to host Coffee Hour. Please read over these helpful instructions and if you still have questions prior to Sunday morning, email Sandy Freeman at [cnrc.care@cnrc.church](mailto:cnrc.care@cnrc.church) or Pam Licata at [office@cnrc.church](mailto:office@cnrc.church).

These instructions can also be accessed from the church website on the [Congregational Care](#) page, on the bulletin board by the Coffee & Fellowship sign-up QR code, and on the inside of the coffee closet door in Fellowship Hall.

## **GENERAL INFORMATION:**

Contact your co-host(s) in advance. ***Sharing coffee hour hosting is a fun way to get to know another family in the congregation.*** When you split the responsibilities between prep and clean-up, coffee hour is a breeze!

Arrive by 9:00 a.m. at the latest in order to start the coffee no later than 9:15 a.m. **It is recommended that you arrive earlier (by 8:45 a.m.) if you need to plate your food.** The building is unlocked at 7:00 a.m. **Plug in the Bunn Coffee Maker when you arrive.**

**NOTE:** The service ends at 10:30 a.m.

Your group of hosts will need to **provide milk and half and half for the coffee and finger food for approximately 75 people.** This is meant to be a light snack and not a meal—nothing fancy or elaborate is expected. You will find coffee—both regular and decaf, tea bags, drink mix (lemonade), sugar and sweeteners, coffee cups, cold cups, pitchers, napkins, serving dishes, bowls, and baskets in the kitchen cabinets. See below for exact location.

### **\*\*\*Kitchen items you will use:**

- Coffee urn (use the smaller coffee pot which makes 45 cups – stored in the bottom of the coffee hour cabinet)
- Tea water urn (marked for use for hot water – stored in the bottom of the coffee cabinet)
- Coffee – regular and decaf in cabinet above coffee/tea pots
- Tea bags – regular and decaf in cabinet above coffee/tea pots
- Sugar and sweeteners in cabinet above coffee/tea pots
- Drink mixes in cabinet above coffee/tea pots
- Hot and Cold cups in cabinet above coffee/tea pots
- Napkins in cabinet above coffee/tea pots
- Pitchers in far left bottom cabinet on the peninsula
- Plates, platters, baskets, etc. for the food in cabinet above coffee/tea pots and in bottom cabinet of peninsula
- Dish towels (in drawers to the right of the sink by the windows.)

**\*\*\*All the items above** are located in the tall coffee hour cabinet immediately to the left as you enter the kitchen from Fellowship Hall **OR** they are in the cabinets below the silverware drawers (*below the serving countertop*).

- 1. COFFEE:** Arrive by 9:00 a.m. in order to start the coffee at 9:15 a.m. **Arrive earlier if you need to plate your food.**
  - ❖ **We are currently using the smaller coffee pot.**
  - a. Use the smaller (60 cup) coffee pot located in the bottom of the coffee closet. Plug in on counter where coffee is served. Use this urn for the caffeinated coffee.
  - b. Fill pot with **water to the 60-cup line.**
  - c. Wet the basket a little and then **pour 3 3/4 cups** of regular coffee into the filter basket **(DO NOT USE a paper filter)**  
**\*\*\*Please note the metal measuring cup is 1 1/2 cups**
  - d. To start coffee, be sure the switch is in the ON position. Listen to make sure it starts to perk. Light will go on when coffee is ready.
  - e. Set out several stacks of hot cups.
  - f. If you run short on regular coffee there are packs of regular coffee in the coffee hour cabinet that you can use to make a regular pot in the Bunn coffee maker.
- 2. TEA:** Fill and plug in the hot water pot at the same time you start the coffee. Use the shorter pot for hot water and set it next to the coffee pot on the serving counter, plug it in there. (Fill about 2/3 full)
  - a. Set out the basket of tea bags (regular and decaf)

3. **DECAFFEINATED COFFEE:** Make decaf coffee about 10 minutes before people arrive at 10:30 a.m., **although it's a good idea to get it set up and ready to go before you head over to church.**
  - a. You will need to make 2 pots of decaf coffee. Use the Bunn drip coffee maker that is on the counter under the windows. Directions for using this Bunn coffee maker are posted on the wall behind the extra carafes which are kept on the two upper shelves to the right of the Bunn machine.
  - b. **BEFORE** you add coffee to the basket, **first run** a carafe of cold water through the machine (with an empty plastic basket in place and an empty carafe below). Throw that away; it will only be lukewarm.
  - c. Place a paper filter, then 3/4 cup of decaf coffee (or 1 packet of decaf) into the plastic basket and slide it into the bracket in the space above the left-hand lower burner. Place an empty carafe below the basket on the left burner.
  - d. Pour a pot of cold water through the screened opening on top right of the machine (under black cover), making sure an empty pot is already in place on the lower left burner. Turn on the lower left burner by the switch on the front of the machine. A spare carafe of coffee can be kept warm on the top burner and the right-hand burner; switch on the burners if used.
4. **COLD DRINKS:** Church school finishes at 10:30 a.m. so have 1 gallon of lemonade ready. If you don't want to use the powdered drink mix provided, you are welcome to bring your own lemonade, apple juice, or orange juice.
  - a. The lemonade powdered mix is in the cabinet with the rest of the supplies. Use 1 1/4 cup of mix to one gallon of water. Two (2) 1-gallon plastic pitchers are on the top shelf of the coffee cabinet or in the left cabinet below the silverware.
  - b. Set out several stacks of cold drink cups.
5. **MILK:** Please bring 1/2 gallon of whole milk **and** 1 quart of half & half for the coffee. Put the milk and half & half into large, clear glass pitchers found in the coffee hour cabinet or beneath the silverware drawers. On one of the metal carts, place 1 milk pitcher, 1 sugar bowl, a selection of artificial sweeteners (already in bowls), spoons or stirrers, and napkins. You can also put napkins on the tables near the food. Place the cart at the end of the food table. The carts are usually stored in front of the stove at the back of the kitchen.
6. **FOOD:** Bring whatever you wish to serve. Store bought food gets eaten as quickly as homemade. Bite-size pieces are best – i.e. cut doughnuts or bagels into quarters. Popcorn or Cheerios in cold-drink cups are popular. There are serving trays and baskets in the cabinets beneath the silverware drawers.
7. **DONATION BASKET:** Place the basket (which is in the supply cabinet) at the end of the coffee counter. If there is a sign with the basket, please display the sign as well. Put any donations for the day back in the cabinet and the office staff will pick up on Monday morning.
8. **CLEAN-UP:**
  - a. Wash, dry, and put away any urns, pots, dishes, and utensils used.
  - b. Wipe down and clean the counters.
  - c. Help to keep the coffee cabinet neat and orderly. Please return all items to where you found them so they are in place for the volunteers next week!
  - d. Bring home any dirty dish towels, launder them and return them that week or the following Sunday to the church kitchen.
  - e. **Remember to turn off the burners on the Bunn coffee maker and unplug.**
  - f. Take home all leftover food and milk.
  - g. Let the office know if more supplies are needed.

