

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 Dianne O'Hara at cnrc.care@gmail.com or Pam Licata at coltsneckreformedchurch@verizon.net.

These instructions can also be accessed off the church website on the Congregational Care page, on the bulletin board by the sign-up sheet and on the inside of the coffee closet door.

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 8:40 at the latest in order to start the coffee no later than 9:00 a.m. It is recommended to arrive earlier (by 8:00 a.m.) if you need to plate your food. The building is unlocked at 7:00 a.m.

NOTE: The first service ends at 10:15 a.m. Church School is dismissed at 10:35 a.m. Some people attending the 11:00 a.m. service will arrive early. You will be busy – so it's always recommended that you ask other family members or friends to help you with coffee hour!

Your group of hosts will need to **provide milk and half and half for the coffee and finger food for approximately 100 people.** This is meant to be a light snack and not a meal. You will find coffee, both regular and decaf, tea bags, drink mix (lemonade/iced tea), 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 (tall new silver 100 cup is in the bottom of the coffee hour cabinet and is labeled CNRC coffee.)
- Tea water urn (Marked for use for hot water – stored in the bottom of the coffee closet)
- Coffee – regular and decaf
- Tea bags – regular and decaf
- Sugar and sweeteners
- Drink mixes
- Hot and Cold cups
- Napkins
- Pitchers
- Plates, platters, baskets, etc. for the food
- 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 8:40 a.m. in order to start the coffee at 9:00 a.m. Arrive earlier if you need to plate your food.
 - a. Use the tallest (100 cup) coffee pot (silver with a black base) 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 100-cup line. Pour 6 cups of regular coffee into the filter basket (**do not use** a paper filter) (It is suggested to wet the basket a little before you add the coffee - measuring scoop is with the decaf coffee.). Make sure the stem is inserted below the basket resting on the center drain at the bottom of the tank.
 - c. 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.
 - d. Set out several stacks of hot cups.
- 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 on the metal refrigerator unit just to the left of the coffee counter and 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 10:15 a.m. although it's a good idea to get it set up and ready to go before you head over to church.
- You will need to make 3 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.
 - 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 luke warm.
 - Place a paper filter, then 1/2 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.
 - 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 under. 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 10:35 a.m. so have 2-3 gallons 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.
- 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. (2) 1-gallon plastic pitchers are on the top shelf of the coffee cabinet or in the left cabinet below the silverware.
 - Set out several stacks of cold drink cups.
- 5. MILK:** Please bring 1 gallon of milk (*whole*) **and** 1 quart of half and half for the coffee. Put the milk and half and half into large, clear glass pitchers found in the coffee hour cabinet or under the silverware drawers. On each of 2 metal carts, place 2 milk pitchers, 2 sugar bowls, a selection of artificial sweeteners (already in bowls), spoons or stirs, and napkins. You can also put napkins on the tables near the food. Place both carts 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 below the silverware drawers. There may be extra cookies and donuts in the freezer.

*** to the right of the coffee hour cabinet are snacks labeled nut free and bowls to put them in. Please put 3 bowls out on the tables with the nut free labels.

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.

- 7. CLEAN-UP:** The youth choir will be meeting in Fellowship Hall at 11:00 a.m. so please:
- Close the door and window to the kitchen to help with any noise that might travel to Fellowship Hall as you clean up.
 - Wash, dry and put away any urns, pots, dishes and utensils used.
 - Wipe down and clean the counters.
 - 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!
 - Bring home any dirty dish towels, launder them and return that week or the following Sunday to the church kitchen.
 - Remember to turn off the burners on the drip coffee maker and unplug.
 - Take home all leftover food and milk.

