

## How to Host Coffee Hour

**Thank you for volunteering!** If you have questions before Sunday, please email:

- Sandy Freeman — [cnrc.care@cnrc.church](mailto:cnrc.care@cnrc.church)
- Pam Licata — [office@cnrc.church](mailto:office@cnrc.church)

You can also find these instructions:

- On the church website (Congregational Care page)
  - On the bulletin board by the Coffee & Fellowship sign-up QR code
  - Inside the coffee closet door in Fellowship Hall
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### General Information

- **Coordinate with your co-host(s).** Splitting prep and clean-up makes it easy and fun.
  - **Arrival time:** Arrive by **8:45 a.m.** (no later than 9:00) to start coffee by 9:15.
  - The building is unlocked at **7:00 a.m.**
  - **Service ends:** 10:30 a.m. — be ready before then.
  - **Provide:** milk, half & half, and finger food for ~75 people. Keep it light — bite-size snacks are best.
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### Supplies (found in the coffee cabinet or nearby cabinets)

- Coffee urn (small, 60-cup) & hot water urn- bottom of coffee cabinet
  - Regular & decaf coffee, tea bags-top coffee cabinet
  - Sugar, sweeteners, drink mixes (lemonade) - top coffee cabinet
  - Hot/cold cups, napkins, pitchers, plates, platters, baskets-top coffee cabinet and below silverware drawers on peninsula
  - Dish towels (in drawers near sink by windows)
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## Step-by-Step Hosting

### 1. Coffee (start by 9:15 a.m.)

- **PLUG IN THE BUNN COFFEE MAKER WHEN YOU ARRIVE.**
- Use the **60-cup urn** from the coffee cabinet.
- Fill with water to the 60-cup line.
- Add **3 ¾ cups regular coffee** directly into the filter basket (no paper filter).
- Switch **ON** — listen for perking. Light comes on when ready.
- Set out stacks of hot cups.
- If you run short, make more in the **Bunn coffee maker** (regular packets are in the cabinet).

### 2. Tea

- Fill hot water urn ¾ full and plug in near the refrigerator unit.
- Set out basket with **regular & decaf tea bags**.

### 3. Decaf Coffee (make about 10 minutes before 10:30)

- Use the **Bunn drip coffee maker** under the windows.
- First, flush with 1 carafe of cold water (discard).
- Add paper filter + ¾ cup (or 1 packet) of decaf.
- Place empty carafe on **left burner**.
- Pour a carafe of cold water into the top.
- Keep extra carafes warm on top/right burners if needed.

### 4. Cold Drinks

- Make 1 gallon lemonade (1¼ cup mix + 1 gallon water). Pitchers are in the cabinet.
- Or bring your own juice if preferred.
- Set out cold cups.

### 5. Milk & Half & Half

- Bring ½ gallon whole milk + 1 quart half & half.

- Pour into clear glass pitchers (from the cabinet below the silverware drawers on peninsula).
- Place on cart with sugar, sweeteners, spoons/stirrers, and napkins.
- Roll cart to end of food table.

## **6. Food**

- Bring bite-sized snacks (store-bought or homemade).
- Cut bagels/donuts into quarters. Popcorn or Cheerios in cups are popular.
- Use serving trays/baskets from kitchen cabinets.

## **7. Donation Basket**

- Place donation basket (from supply cabinet) at end of coffee counter with sign.
- Return basket and donations to cabinet afterward.

## **8. Clean-Up**

- Wash, dry, and put away all dishes, pots, and utensils.
- Wipe counters. Keep coffee cabinet tidy.
- Take home dish towels to launder; return the following week.
- Turn off/unplug all coffee equipment.
- Take home leftover food and milk.
- Let the office know if supplies are low.