

KEEP IT SIMPLE/ GREEN Coffee Hour - Guidelines



Thank you for hosting Sunday Coffee Hour. Table decorations are optional. The church hall (aka Wersebe Hall) will be open no later than 9 am on Sundays. Preparation time should be less than an hour (it usually can be done in half that time). In the warmer months, we encourage you to set up a small table or two out on the Green with light refreshments and cold drinks. There is instant lemonade and iced tea in the coffee cabinet.

Serve only a few simple items:

- **Dip and chips (salsa, hummus, etc. and any kind of chip)**
- **Fruit or veggies**
- **Finger desserts**
- **Cheese and crackers**
- **Half and Half**

Instructions for making the coffee are on the back of the cabinet door where the coffee and tea are stored. 20 cups is usually enough.

And to keep it green:

- **Please use the ceramic mugs (top shelf) in the coffee cabinet so we can eliminate the need for the disposable hot cups**
- **Please use the spoons and plates in the drawers and cabinets near the counter. Use the small dishwasher to clean them but don't run it unless it is full.**
- **Put the Britta water pitcher on the coffee/tea table with a few (glass) water glasses.**

Please sign up on the list(s) on the bulletin board in Wersebe Hall or call the office (860) 868-0569

MORE DETAILS BELOW if you need

SUPPLIES:

All supplies can be found in the kitchen or adjacent supply closet. Coffee cups, juice and water glasses in overhead cabinets, plates in the lower one (if needed), and flatware is in the drawers. There is usually some open juice in the refrigerator, but if not, there is more in the cabinet below the paper goods in the supply closet. Coffee, tea, sugar and sugar substitute are located in the upper cabinet to the right of the refrigerator. Coffee and tea urns are in the cabinet below that. Extra crackers, chips, etcetera are in the cabinet above the black microwave. We ask that you bring a quart of half and half if you will be serving coffee (not done in summer months). **It is not necessary to put out a big spread of food – anything you supply is appreciated.** There are generally less than 50 adults plus up to a dozen children who come to coffee hour on an average Sunday but you may wish to check with the office for expected attendance.

TABLES:

In most cases, the big table on wheels should be moved to the center of the church hall and covered with a tablecloth. The gold tablecloths are located in the cabinet behind the door in the storage closet. The large ones that fit that table (there are 2) will have a red dot in each corner. There is also a round one for the coffee table, but a rectangular one will work just as well, folded in half. Also, there are vinyl coated tablecloths for the children's table in the drawer below the gold tablecloths.

(OVER)

Please set out on the tables:

- Main Table – any goodies you have brought for munching. Chips, crackers, etc are usually available in the kitchen to supplement.
- Coffee Table – Coffee and Tea urns (the tea urn is marked); cups, stirrers or plastic spoons, napkins, basket of tea, sugar bowl, packets of sugar substitute and a filled creamer (glass creamers found in the leftmost cabinet above the open pass-through).
- Kids' Table – a basket of goldfish, popcorn or similar non-sweet snack; small cups for juice.

KITCHEN:

- Fill creamer with half and half and store in refrigerator.
- Prepare coffee urn for 20 cups on an average Sunday, place on coffee table and plug in; it takes roughly 45 minutes to brew.. For special services, adjust accordingly. (Ask office for estimate of attendance in advance.) Instructions are inside the upper cabinet door where the coffee is stored.
- Fill the tea urn with water, place on coffee table and plug in.

When the final hymn begins, leave the Sanctuary.

- Put out the creamer and any other perishables placed in the refrigerator, remove any covers placed on food items on the table.
- Turn on hall lights.
- Fill some small juice cups for children, place them on a tray in the center of the kids' table.

CLEAN UP:

Please leave the kitchen as you found it. Coffee grounds go into the trash cans. Please wash and dry the large coffee and tea urns thoroughly and return them to the cabinet. Please take home and launder all table cloths or kitchen towels used and return promptly. Make sure all stoves are turned off, turn out lights.

Note: Leftover food that was on the serving table should be taken home or discarded. Extra food that was not put out on the table may be frozen for future use. CREAMER that has been sitting on the table should be discarded!

If you have any questions, please call the church office (860-868-0569) or email (admin@firstchurchwashingtonct.org) if you have any questions, or contact any member of the Diaconate.

Blessings to you and heartfelt thanks for hosting coffee hour!