

Coffee Hour instructions for 2026-27

Set-up should start by 10:00am. Be ready to serve by 11:30. Please leave church during the last hymn.

Supplies for coffee hour are in *Food Storage Room*. The key for this room is hanging on a hook in the cabinet above the small kitchen sink—it is labeled “*Food Storage Room*.” This is also where you will find extra cookies in the upright freezer, should you need them, as well as juice, extra tea, coffee, napkins etc.

Coffee – Make one large pot (36 cups) but observe the number attending before starting a second pot. Also, make a small pot of decaf coffee. Coffee cabinet is no longer locked.

Tea – The coffee system has a spigot on the side for hot water. Put out a carafe of hot water on the serving table for tea drinkers.

Juice – If there is no juice in refrigerator labeled coffee hour, look on the shelf in the storeroom for bottles of juice, or in the freezer in the storeroom for frozen juice. Put out a pitcher of juice (more if it’s an especially big Sunday). Fill a couple water pitchers and place in fridge.

Cookies are provided by those who sign up to donate. (There is always a back-up supply of cookies in the freezer in the storeroom. If you need to buy extra—submit a voucher for reimbursement.) Put out small plate (no more than a dozen) of Gluten Free treats and label them with sign that is in the bin. GF cookies will be supplied—look in the bin, the storeroom shelves, or freezer. Fill a tray of cookies, and whatever else is available to serve (i.e., fruit, cheese crackers). We will be serving the food from a table in the Fellowship Hall using serving utensils and wearing plastic gloves. Since others are not touching the food, we can freeze leftovers if needed. A plateful can be put in the office for the staff if there are a few extras.

Coffee Serving Pots – Use the urns from the coffee maker to serve coffee. Simply place them on the serving table on their stands (stored in cabinet under coffee maker). For the summer we are usually just using one urn.

- Put out cream and sugar servers with packets of sugar and cream and stir sticks. If available fill a small creamer with half and half
- Put out basket with assorted teas and hot water carafe
- Put out basket for coffee hour donations
- Put out napkins
- Juice and small cups (in coffee cabinet in the Fellowship Hall) Kid’s snacks
- Paper cups and covers are available for coffee to go

Set Up: Food, juice and water, tea and decaf can be self-serve. Have one volunteer serve coffee and greet people as they come through the serving line.

CHECKLIST FOR COFFEE HOUR SERVERS/DISHWASHERS

- Pour coffee as needed—towards the end folks can serve themselves coffee. Most important—enjoy visiting with everyone!
- When coffee hour is over, please put supplies back in plastic bin, rinse out carafes & coffee pots, wash plastic cookie trays, and wipe off serving table.
- Do not run coffee pots through the dishwasher – just rinse out with water.
- Dump the coffee grounds in lined wastebasket & rinse the filter baskets.
- Put the new coffee pots, filter baskets, and stands back in the cupboard (below coffee system counter). Cabinet remains unlocked.
- Leftover cookies can be served again if we are serving them using gloves, utensils. Leftovers can be frozen, or if there is just a small amount put a plate in the office. If there is coffee left, you may pour into a white carafe and leave out with paper cups if there is a meeting that will be occurring.
- Run all dishes through the dishwasher.
- If there are dirty linens/towel, hang on the rack under the sink by the window.
- Make sure countertops are clear. Place any unclaimed items in the box by the stove.