

COFFEE HOUR GUIDELINES

(This is only a suggestion. Feel free to set up and serve the way you like.)

- I. Arrival
 - a. If you are attending church, please plan to arrive at least 30 minutes prior to worship.
 - b. If you are not attending church, please plan to arrive so that set-up is completed early enough in case the worship service ends early. Communion Sunday may extend service to an hour, as do special events like baptisms.
 - c. Store food in need of refrigeration wherever you find space until needed.

- II. Fellowship Hall Set-Up – done before Worship service; there are always tables against the walls available for use
 - a. Beverage table
 - i. helpful to situate a shorter rectangular table next to the doorway closest to the stage if you need to plug in urns
 - ii. cover with a reusable tablecloth
 - iii. coffee urns may be placed at the end closest to the outlet
 1. coffee may be brewed in the kitchen and carted to Fellowship Hall
OR
 2. coffee may be brewed in Fellowship Hall
 - a. use one extension cord per urn so that only one urn per plug
 - iv. white carafes containing hot water for tea
 1. dishes of regular and decaffeinated tea bags
 - v. bottled water
 - vi. paper cups

 - b. Refreshment table
 - i. long rectangular table in the center of Fellowship Hall
 - ii. cover with a reusable tablecloth
 - iii. 2 coffee service stations
 1. bowl of creamers
 2. bowls of sugar and sweeteners
 3. glass of stirrers
 4. napkins
 - iv. tea service station
 1. bowls of sugar and sweeteners
 2. glass of stirrers
 3. napkins
 - v. (optional) snacks

 - c. Seating
 - i. pull at least 1 table away from the wall and surround with folding chairs
 - ii. additional tables are found under the stage behind the far left panel
 - iii. additional folding chairs are behind the sliding doors opposite the stage

 - d. Hand sanitizer
 - i. set standing dispenser by door farthest from stage where most people enter
 - ii. place bottles where you see fit

- III. Before Worship preparation – determine time to leave Worship, factor in time to transport urns if needed, boil water, plate snacks (optional)
 - a. Preparing coffee (non-Summer worship schedule) – refer to document ***Coffee Hour Urn Instructions***; decide on how many cups to prepare and get urns ready to brew

- i. urns may be turned on before attending service. Brewed coffee will stay warm as long as urns remain plugged
OR
 - ii. host may need to leave Worship briefly to plug in urn to start brewing
 - iii. coffee may be brewed in the kitchen and then carted to Fellowship Hall
OR
 - iv. coffee may be brewed in Fellowship Hall to avoid transport
 - 1. use one extension cord per urn so that only one urn per plug
 - v. **coffee may be poured into black carafes instead of serving directly from urn**
- b. Preparing tea – leave Worship early to boil water
 - i. fill tea kettles with water and boil on gas stove
 - 1. for 2-3 full white carafes of water, it is quicker to boil 2 kettles half-full of water
 - ii. pour hot water into white carafes and cap
 - iii. Don't forget to turn off the gas burners.
 - c. **Prepare lemonade and iced tea in pitchers (Summer worship schedule)**
 - d. (Optional) Prepare snacks

IV. Clean Up

- a. Coffee urns – refer to document *Coffee Hour Urn Instructions*
 - i. Return detachable cords and extension cords to counter beside stove
- b. Black carafes if used – dump coffee, wash, air dry
- c. White carafes - dump water, rinse, air dry
- d. Rinse and towel dry any trays and bowls used for food; return to shelf
- e. Return unused tea bags, creamers, sugar, sweeteners, stirrers, and paper products to steel cabinet
- f. Return hand sanitizer bottles to kitchen window
- g. Wipe counters
- h. Table covers – clean with cleaning spray or disinfecting wipes; dry, fold, and return to shelf above coat hooks in hall
- i. Fold and return chairs
- j. Move tables to sides of the room
- k. Refer to **Kitchen Use Guidelines** to shut down kitchen and fill in the **Kitchen Use Log**. Both are taped onto the overhead cabinet door next to kitchen doorway.

Woo Hoo! You're done!

THANK YOU FOR YOUR SERVICE!

If supplies are running low, please email congregationallife@cranburypres.org