

Instructions for Coffee Hour Volunteers

A Biblical View of our Efforts ...

^{1Co 10:31} **So whether you eat or drink or whatever you do, do it all for the glory of God.**

^{Col 3:17} **And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.**

^{Col 3:23} **Whatever you do, work at it with all your heart, as working for the Lord, not for men,** ^{Col 3:24} **since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.**

1. What to bring?

- **2** quarts of Half and Half,
- 1 quart milk
- Snacks: breakfast breads, muffins, fruit, bagels, veggies, cheese & crackers or whatever you'd like.

2. What you should know ahead of time:

- You will need at least 30 minutes to set up prior to going to the service.
- **We have a New Coffee Maker – the instructions are easy!**
 1. Insert a Bunn filter into the funnel
 2. Pour in fresh coffee (1/2 cup)
 3. Shake funnel gently to level grounds
 4. Slide funnel into funnel rails of the brewer
 5. Place an empty airport (coffee dispenser-carafe) under funnel
 6. Place on/off switch in lighted upper position
 7. Make sure **ready green light is on** before next step
 8. Momentarily press and release “START” button
 9. When brewing is complete–discard the grounds and filter

All instructions are next to coffee maker. – the amount of Coffee you should make is listed below.

3. Where are the Coffee Hour Supplies?

- All cabinets are labeled in the kitchen.
- Kid's snacks are put out in baskets or cups in the large service window.
Apple juice also.
- Sugar, teabags, creamer, stirrers etc. are in the upper cabinet next to the larger service window.

- Coffee, coffee cups and juice cups are in labeled drawers.
- Plates and napkins are in another labeled drawer.
- Apple Juice- In the refrigerator with backups under the sink
- Serving trays for food, juice are in another labeled drawer.

****Note- all of the drawers and cabinets are labeled with contents.**

On Sunday Mornings:

1. Set-up Prior to the Service ...

Immediate Steps to begin:

- Please start coffee using the directions above. You will need about 6 carafes regular and 2 carafes decaf. **(Each carafe holds 12 cups of coffee and only takes 5 minutes to make!!)**
- Hot water is always available – just put it in carafe or set up hot water urn, plug in and set by larger service window.
- Pour your cream and milk into 3 creamers and store in the refrigerator until after the first service.
- Arrange food on platters and place on the serving table or in the refrigerator as needed.
- Line 2 or 3 baskets with napkins and fill with a few of the choices from the kids snack drawer. Place these in the larger service window, leaving space for an apple juice tray.
- Pour apple juice into plastic drink dispenser. Put dispenser out on small round table in Phillips Hall near kitchen window, with a supply of small cups and some napkins. Place an extra bottle of juice in the refrigerator to use for refilling dispenser.
- Tables-
In the Phillips Hall, you can set up 2 "stations" of round tables to use for coffee and tea service. Place coffee cups, napkins, stirrers, 2 sugar bowls, sweeteners, creamer and tea bags at each station. Once coffee is brewed, you will place a regular, decaf, and hot water at each station.

Have another station at the windows in the kitchen. These stations will need to be refilled throughout the coffee hour time.

On the 2 long rectangle table put table cloths (from the linen closet in Phillips Hall). This will be the main food table. Set out napkins, plates (and

plastic utensils, only if needed).

- **Once this set up is complete. You can attend the Worship Service.**
- Plan on leaving the worship service at the end of the sermon - (Except for Communion Sundays –leave before final song or benediction)

2. As you leave the service early ...

- Your first task is to move coffee carafes to the round table stations and window station.
- Put 1 cream and 1 milk from the refrigerator at each station (the 3rd carafes will be used to refill).
- Set one tray of juice in the larger service window.

Your tasks during Coffee Hour:

- Replenish the coffee and tea carafes. Fill up the backup carafes and replace the ones at the coffee stations after the first 10 minutes. Continue to replenish as needed.
- Refill coffee cups, plates and napkins as needed.
- Refill cream and milk as needed.
- Keep kids snacks filled and juice supplied.

3. Clean-Up ... If attending the second service, begin clean up directly following that service. If not attending the second service, begin clean up as people begin to leave the Fellowship Hour.

- Hand wash the carafes – they are NOT dishwasher safe!
- Refill and repack all containers of sugar, sweet and low, tea bags, stirrers etc. Return to cabinets.
- Clean off Adult food Table (tin foil and plastic bags are in a drawer in the kitchen island). Take any remaining food home with you.
- Wash any platters and return to drawers.
- Replace kids' snacks in containers and store tightly in the kids snack drawer.
- Wipe down the counters and tables.
- Return clean linens to the closet. Take home and wash dirty linens.

Thank you!

This Fellowship Hour is so important to our congregation!

Well done, good and faithful servants!!