

INSTRUCTIONS FOR COFFEE HOUR

Around 9:30 - 9:45

MAKE COFFEE. Detailed instructions are posted by the pots to the left of the sink
Prep area to serve coffee and treats

- Prepare area on lawn, or in side room or basement, depending on weather.
- Tables are available in side room. 6 ft. 8 ft. and card table size
- Coffee Urn Stand. Black metal two tier stand holds both urns for dispensing. Check that ground is level. If indoors, place something on floor to catch drips.
- Table cloths are available in the kitchen. Some are vinyl and some are outdoor cloth. If cloth one gets soiled, let Phyllis Sanzone know so she can wash it.
- Two red rectangular plastic containers. For indoor use under coffee urn spouts
- Black plastic trays. Use on table to put filled coffee and juice cups on to contain any spillage that may occur.
- Coffee signs. Two plastic 4x6 stands with 'decaf' and 'regular' signage. Place at the red trays so people know which one is decaf/regular.
- Coffee and juice cups, napkins, etc. Located in tall cabinet to left of gas stove.
- Silver Ron Hayes Tray for creamers, stirrers, and sugar bowls with sugar and sugar substitute packets. Also put a cut glass bowl on this tray (people tend to leave used sugar packets and stirrers on the table). (Fill creamers just before serving)
- Trays to set out food are in marked spot in lower cupboard to left of sink. Other assorted serving dishes are in large drawer to left of stove.
- Two brown plastic garbage cans – one from kitchen and smaller one located in side room. Be sure they have plastic liners in them.
- Two flowered plastic pitchers are used for the two kinds of juice. You can pre-fill them and place in refrigerator.

You can keep your trays of treats in the side room to quickly bring them out before serving.

Around 10:45 (just before last hymn is sung)

Remove grounds from urns and bring them upstairs.

Bring up juice and creamer from refrigerator (including extra for refills).

Retrieve treats from side room.

By end of postlude

Have a few cups of coffee poured and ready to go. Pour juice.

When crowd thins, close and clean up serving area. Wipe down plastic table coverings and let dry before folding. Return items to where you found them. Put juice from the cupboard where cups are stored into the refrigerator for the next week. Clean up the kitchen area and put any items used back where you found them.

BIG MOOSE COMMUNITY CHAPEL SUNDAY COFFEE HOUR HOST'S GUIDELINES

Coffee, sugar, creamer, juice, cups, napkins supplied by Chapel

The host(s) responsibilities are to supply a treat and set up and clean up the area. If you are unable to navigate the chapel steps to the kitchen, lift heavier items, etc. please let us know. Trustees can assist in setting up the tables and bringing up the coffee urns, etc.

Hosts need to bring 'treat'; anything that you want to provide: fruit/watermelon, donuts, cookies, coffee cake (bought or homemade). Quantity is up to you. Assorted serving trays are in kitchen to use for treats if needed. Trays are in marked section in lower cupboards to left of sink. Smaller serving plates/dishes are in large drawer to left of stove.

Coffee hour is usually served on the chapel lawn. However if the weather is 'iffy', it can be served in the basement by the wall separating the bathrooms, or in the side room on Sundays prior to the August Chapel Bazaar.

If any supplies are running low, or if you have any suggestions/comments about hosting, please let Phyllis Sanzone or Linda Martin know.

THANK YOU FOR VOLUNTEERING TO HOST THE COFFEE HOUR !