

# Coffee Hour Instructions

## Christ Church Newton

### WHAT TO BUY:

**Note:** This is the total for a Sunday; team members decide how they will each contribute.

- ◆ 4-6 baked goods, depending on size (store-bought or home-made)
  - ◇ If you choose to include bagels just buy one dozen and quarter them.
- ◆ One tray of fruits or veggies
- ◆ One type of savory item, such as hummus & chips or cheese & crackers
- ◆ Half & half (1 qt)
- ◆ Milk (½ gallon)



### WHAT TO DO ON SUNDAY MORNING:

- ◆ Arrive around 9am (especially your first time)
- ◆ Start brewing a pot of regular coffee (brown handles) & a pot of decaf (orange handles)
- ◆ Start putting your items on platters, in bowls, or in baskets, as appropriate
- ◆ Make another 2 pots of coffee/decaf
- ◆ Continue getting your items plated
- ◆ Make another 2 pots of coffee/decaf
- ◆ Make 2 pitchers each of Iced Tea & Lemonade (mixes are in the cabinet with the pitchers); you may instead/also use up juices that are in the fridge.
- ◆ Fill the silver thermos' labeled "Milk" & "Half & Half"
- ◆ Set out the basket of teas on the serving counter.
- ◆ Fill the electric kettle with water & turn it on.
- ◆ Set the serving table with juice cups, small plates, small napkins & utensil basket
- ◆ Have all the brown & orange coffee pots filled before going into church (they will still taste fresh and then you will not be playing catch-up when you come out at peak demand time).
- ◆ Leave items on the counter in the kitchen and go to church.
- ◆ Leave church after communion and put the food out on the serving table.
- ◆ Stand behind the serving counter to either serve the coffee for people, or let them self-serve and be there to monitor the need to replenish the coffee, hot water, or condiments.
- ◆ Another team member can remove platters/baskets from the serving table as the food is consumed.
- ◆ Once the first rush is over start doing the dishes so that clean-up is a gradual and on-going process.
- ◆ Determine what leftovers to toss, take home, or freeze for another Sunday at the end of the shift.
  - ◇ There are leftover containers and freezer tape to mark the items.
  - ◇ We discourage putting leftovers in the fridge as they will most likely sit there for a week and spoil.
  - ◇ You may also leave small quantities of food and a pot of coffee/decaf on the serving counter as the members of the Sisters in Christ group will take care of cleaning them up.
- ◆ Most hosts are done cleaning up between 11:45 AM and Noon.

**PLEASE CONTACT LUZ TO REPLENISH PAPER GOODS, COFFEE ITEMS OR ICED TEA/LEMONADE.**

*Thank you for all that you do to support the hospitality ministry of Christ Church!*