

NON-FASTING COFFEE HOUR

PREPARATION:

- Arrive around 9:00am to begin setting up.
- Put food in baskets but do not place it out in parish hall until AFTER liturgy

Coffee: instructions for amount are on the wall in the kitchen by the coffee pots

- 1 large pot of regular coffee,
- 1 smaller pot of decaf coffee
- Plug one into orange extension cord and one into the outlet under the Icon in the fellowship hall.
- Turn pots ON as liturgy begins.
- Next to coffee pots place: coffee cups, sugar, sweeteners, creamer, stir sticks & small basket for trash

Food Tables

- Small paper plates
- Napkins
- **Cheese:** cube 3 blocks of cheese and place on 2 platters; add metal serving tongs or plastic forks. Cover and keep in refrigerator until liturgy is over.
- Divide **1 can/jar of nuts** into two small napkin-lined baskets. Add plastic spoons and cover.
- Divide **6 tubes of Oreos** and **1 bag of Vanilla Wafers (or Animal Crackers)** into two napkin-lined baskets.
- Divide **4 tubes of Ritz or Saltine crackers** and **1 bag of Wheat Thins** into two napkin-lined baskets.
- **DO NOT** put out any condiments that could easily be contaminated – no peanut butter, cream cheese, jelly, butter, etc.
- *Make sure **all food has a serving utensil** with it whether it is tongs, forks or spoons*

Drinks (far left table)

- small Dixie cups and white cups
- 3 pitchers of ice water
- juice (If no juice is available, please use lemonade mix)

CLEAN UP

- Handwash coffee pots.
- Wash all dishes, beverage pitchers, etc. - *please use the dishwasher;*
- Dry and put away all dishes in correct drawers/cabinets;
- Wipe down tables;
- Wipe down all levels of the rolling cart(s);
- Put unused supplies in proper cabinets;
- Empty trash;
- Sweep

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- Next to coffee pots place: coffee cups, sugar, sweeteners, creamer, stir sticks & small basket for trash

Food Tables

- Small paper plates
- Napkins
- Bagels – if they are not already in the refrigerator, wait for them to arrive. Please DO NOT take bagels out of the freezer.
- Divide **1 can/jar of nuts** into two small napkin-lined baskets. Add plastic spoons and cover.
- Divide **6 tubes of Oreos** and **Animal Crackers** into two napkin-lined baskets.
- Divide **4 tubes of Ritz or Saltine crackers** and **1 bag of Wheat Thins** into two napkin-lined baskets.
- **DO NOT** put out any condiments that could easily be contaminated – no peanut butter, cream cheese, jelly, butter, etc.
- *Make sure all food has a serving utensil with it whether it is tongs, forks or spoons*

CLEAN UP

- Handwash coffee pots.
- Wash all dishes, beverage pitchers, etc. - *please use the dishwasher;*
- Dry and put away all dishes in correct drawers/cabinets;
- Wipe down tables;
- Wipe down all levels of the rolling cart(s);
- Put unused supplies in proper cabinets;
- Empty trash;
- Sweep

“NON-SUNDAY” COFFEE HOUR

Coffee: instructions for amount are on the wall in the kitchen by the coffee pots

- 1 large pot of regular coffee,
- 1 smaller pot of decaf coffee
- Plug one into orange extension cord and one into the outlet under the Icon in the fellowship hall.
- Turn pots ON as liturgy begins.
- Next to coffee pots place: coffee cups, sugar, sweeteners, creamer, stir sticks & small basket for trash

Food Tables (may be pushed together if desired)

- Small paper plates
- Napkins
- Hosts (and others) normally provide food for this coffee hour. Examples: grits, biscuits, cereal, fruit, breakfast casseroles, pastries/muffins, etc.
- *Make sure **all food has a serving utensil** with it whether it is tongs, forks or spoons*

Drinks (far left table)

- Small Dixie cups and white cups
- 3 pitchers of ice water
- Juice (If no juice is available, please use lemonade mix)

CLEAN UP

- Handwash coffee pots.
- Wash all dishes, beverage pitchers, etc. - *please use the dishwasher*;
- Dry and put away all dishes in correct drawers/cabinets;
- Wipe down tables;
- Wipe down all levels of the rolling cart(s);
- Put unused supplies in proper cabinets;
- Empty trash;
- Sweep