

Coffee Hour Team Instructions

BEFORE LITURGY

-make Coffee (instructions on how to make coffee on the kitchen bulletin board), plug in on the counter.

Make sure it is ON.

-fill the hot water pot with water, place it on the counter and plug in.. **Make sure it is ON.**

-put out cups, tea, sugar, stirrers ,etc. on counter (located in cupboard near refrigerator)

-set up 2 tables **in the fellowship hall** next to each other

-you may use the plastic tablecloths in the cabinets to the left of the sink near the shelves

-put out small plates, napkins and forks on food tables

-put out extra tables and chairs for seating inside and out (weather permitting). Umbrellas can be found in the decorating room when it's sunny and hot.

- **bring snacks to share** (leave them - COVERED- on the metal counter in kitchen before Liturgy)

- donate money in advance to team leaders to purchase snacks

PLEASE NO WORK IN THE KITCHEN DURING LITURGY

IMMEDIATELY AFTER LITURGY

- put our creamers on the inside counter next to coffee immediately after Liturgy

-food items should go on the 2 tables inside with serving utensils

-check on items to see if things need refilled or removed

AFTER COFFEE HOUR;

-put away coffee/ team items, creamer back in fridge, etc.

-clean out and put away coffee and hot water pots (located under metal table in kitchen)

-wipe down tablecloths, let dry and fold and return to cupboard

-put away tables in Fellowship Hall

-return umbrellas and stands to decorating room

-take out trash and recycling to the dumpster and bins

-wash and dry dishes and utensils

-wipe down kitchen counters

-sweep up any messes in hall

- one volunteer is needed to take home dish towels to wash and return each week.

The idea is to spread out the workload and to have a variety of snacks to offer after Liturgy, so even if you can't stay long, bringing something to share is always helpful.

Thank you for serving in this way!!! Please let me know if you have any questions or feedback!

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