

***Welcome Back!* Coffee Hour Guidelines**

It is a joy to reconnect with one another as we regather. You are welcome to bring treats to share, but that is completely optional. Our goal is to offer coffee and tea. Streamlined coffee hour instructions follow. *Thank you for your hospitality!*

Set-Up Instructions:

1. Arrive by 9:15 am.
2. Prior to the service, turn the coffee maker on using the Main On/Off switch at the back top left of the machine.
3. Based on current consumption, plan to brew two to three pots of coffee.
4. Cups, coffee, hot water, tea bag assortment, and other accoutrements should be placed on the cabinets below the pass-through in the parish hall.
5. After communion, go downstairs and follow coffee brewing instructions posted next to the coffee maker.
6. Fill one insulated carafe with hot water for tea. (For small groups, you may be able to use the red-switch hot water dispenser at the top left of the coffee maker for instant hot water.
7. If desired, fill a pitcher with cool tap water.)
8. We are organizing a "Cream Team" to bring milk or half and half. Check the refrigerator and if there is no cream or milk, powdered creamer is in the cabinet above the sink.

The church stores the following supplies in the kitchen and parish hall closet:

- Disposable cups (on cart in kitchen or in parish hall closet)
- Coffee (in cabinet above sink next to coffee maker)
- Coffee fixings: creamer, sugar, stirrers
- Hot water
- Tea bags
- Napkins

Coffee Hour Host:

1. Generally attend to needs at coffee hour.
2. Refill coffee dispenser if empty.
3. Make more coffee if needed.
4. Turn off coffee maker when done.

Clean-Up Instructions:

1. Clean up may begin at 11:30 am or earlier if all have left.
2. Use plastic wrap to cover any open containers of creamer or sugar, or return contents to bulk containers stored in the kitchen.
3. If you brought any snacks to share, please make sure to take home any leftovers. Please don't leave any food in the cabinets or refrigerator.
4. Cups, stirrers, napkins, and any enclosed containers may be left on the cabinets for use the following week.

5. Refrigerate any leftover milk or half and half.
6. If needed, sweep floors in the parish hall and kitchen. (Brooms are in the closet by the freezer.)
7. Wipe down all surfaces that were used in the kitchen.
8. Wash all reusable items (coffee pots, water carafes, etc.)
9. Dispose of any trash or recyclables in bins on the ramp outside parish hall. (Use external parish hall door on north side. NOTE—this door will lock behind you, so use a cone or helper to secure.)
- 10. Double-check that the coffee pot is off.**
11. Turn out all lights.
12. Ensure all doors close firmly behind you and lock upon exiting the building.

Last updated: 2/18/2023