

Coffee Hour at Hope Church

Most Sundays, Coffee Hour serves about 50-60 people. Hosts are expected to set-up before and clean-up after Coffee Hour.

If you need help learning how to use kitchen appliances (dishwasher, oven, coffee machine) and/or set-up/clean-up procedures, please call Patsy Vollrath at 746-4463.

If bringing your own treats, follow these instructions. If hosting a **Spartan Coffee Hour** skip to **HOW TO HOST COFFEE HOUR:**

SIMPLE GUIDELINE TO MENU PLANNING:

Please keep in mind people who are diabetic, gluten free, or might have nut allergies. If nuts are served, please label.

Provide: one or two treats, coffee & juice.

Menu Ideas:

Cheese & Sausage (sampler tray is always nice!)

Crackers/chips

Fruit and/or veggies (optional dip offering)

Breads can include: Coffee cake, cookies, donut holes, and any bread type with butter or topping.

HOW TO HOST COFFEE HOUR

Be sure to get to church by 10:00 a.m. This ensures all will be ready.

- 1. You will need to plug the coffee maker in when you arrive. It takes 30 minutes to heat up. Green light will indicate when coffee maker is ready to brew.** Directions to make coffee are on wall by coffee maker.
 - Coffee is located in the refrigerator or freezer. Filters are on the shelf by the door. Each pot requires a generous ½ cup measurement. Upon arrival, make 2 pots of regular and 1 pot of decaf and pour into carafes (located in lower cabinet left of sink). Keep close tabs on pots, as you might need to make more.
 - Place sugar (regular and substitute), powdered creamer (located in upper cupboard to right of sink), half & half if available, and spoons with saucer on coffee cart. Located in upper cupboard to right of sink. Note: These might already be out for Adult Forum.
- 2. Convection Ovens:** If you need to use an oven, follow the directions on the wall above the fire extinguisher to the right of the ovens.

3. **Food:** If bringing your own food see **SIMPLE GUIDELINE TO MENU PLANNING** above. If hosting a Spartan Coffee Hour take out 3 bags of cookies or donut holes from freezer upon arrival and put on plates to thaw.
4. **Beverages:** Frozen juice containers are in freezer door. Make one pitcher to start with. These can be microwaved or left out to thaw. Pitchers are next to carafes in the lower cabinet to left of sink. Make one pitcher of ice water to begin with. Keep an eye on both fruit juice and water and refill as needed.
5. **Eating Utensils and plates** are located on the wheeled cart in the closet next to the kitchen. This closet can be accessed from the Fellowship Hall. Just open the door and wheel it into place next to the tables. Check to make sure there are enough of each type of utensil and plate variety. Or just put out plates and utensils as needed.
6. **Serving/Cooking Accessories Available:**
 - All serving/cooking utensils are in either the drawers to the left of the dishwasher or the drawers to the right of the stove.
 - Glass platters are in cupboard below microwave. Glass bowls are in bottom cupboard to the right of the sink.
 - Mixing bowls/pots and pans, etc., are in cupboards under island.
 - Cutting boards and sharp knives to the left of the oven.
7. **Place donations basket and napkins on serving table.**
8. **Dishwasher Directions:** Follow instructions on dishwasher.
9. **Clean-up**
 - Empty coffee grounds basket into garbage and unplug coffee pot.
 - Put sugar (regular/substitute), powdered creamer, and spoons back in cupboard.
 - Put clean dishes, cups, and glasses away.
 - Freeze and label any unused Spartan Coffee Hour cookies or donut holes. (Ziplocs in drawer to right of sink.)
 - Refrigerate any leftover half & half and juice (label Coffee Hour).
 - Put coffee back in refrigerator.
 - Wash tables with soapy water. (Ice cream buckets on cart next to freezer work well for this.)
 - Place donation money in envelope found in basket to left of sink. Write Coffee Hour, date, and amount of money on outside of envelope. Put in Administrative Assistant's mailbox across from church office.
 - Take used dishcloths and towels home to wash. Return when clean.
 - Church front door will be locked by Mary Hall or other designated person.

BE SURE COFFEE POT IS UNPLUGGED BEFORE YOU LEAVE!

THANK YOU😊