

Coffee Hour Instructions

Between the 9 a.m. and 11 a.m. Services

Thank you for taking this opportunity to make all feel welcome and to share the love of Christ in this coffee hour ministry. The following is a simple guideline for making your experience as easy and as fun as possible. Remember, there is no “right” or “wrong” way to host coffee hour! This should not be too labor intensive or financially expensive.

For questions contact: Joann Oliver, joannmarieoliver@gmail.com, 925-362-4805.

WHAT TO BRING:

- 1-Quart of whole milk or half/half for the coffee/tea (coffee and tea provided by St. Timothy's)
- 1 - 2 gallons of juice/lemonade or 1 dozen juice boxes or prepare pitchers of ice water
- 2 dozen donuts, muffin or other pastry (cut into bite size pieces)

That should be enough. You are welcome to bring more or a different variety of items, but it is NOT required.

SET-UP (BEGIN BY 8:15 AM):

- Set-up Tables:

Use (1) 12 foot folding rectangular table found in the “chair closet” for the food and juice.

Use the table below the opening to the kitchen for self-serve coffee/tea pots and supplies.

In warm weather, you can set-up two of the 12 foot rectangular folding tables on the patio for coffee hour.

Cover tables with the light blue polka dot oilcloth tablecloths located in the pantry.

Note: You may find that someone from the 7:30 service has already setup the tables and prepared the coffee for you on Saturday.

- Make Coffee:

Use 40 Cup Coffee Pots located in the pantry. Instructions (how many cups of grounds to use) are posted on the bulletin board in the kitchen.

Start coffee when you go to church at 9:00 am. Plug into the outlet in the kitchen below the bulletin board:

Regular: (1) Pot of 40 Cups
Decaf: (1) Pot of 30 Cups

- Tea:

Heat water in the electric teakettle or in tea kettle on the stove. Use white carafe or tea pot to keep water hot. Set out basket with tea bags (found in the pantry.)

☐ Set Out Supplies:

Sugar, powdered creamer, napkins, paper plates & cups, and stir sticks (found in the pantry).
Milk or half/half for coffee.

Use mugs or paper cups to reduce clean-up. Paper supplies are located in the pantry.

Pitchers and carafes can be found in the pantry.

Keep it simple.....Don't hesitate to use paper cups and serve from the container your snacks came in!

FINAL SET-UP:

If you plan to attend the 9am service, be one of the first ones to take communion so you can finish your set-up.

- ☐ Put the (40) Cup Regular and (30) Cup Decaf along with coffee/tea supplies on the table by the kitchen for self-serve.
- ☐ Place the food and drinks on the tables.
- ☐ Be sure you wear your nametag.

Note: Jacque Chiavini will often setup the table and prepare the coffee on Saturday so that all you need to do is plug in the coffee and set out the snacks and supplies.

Please check with Jacque to confirm: jchiavini@gmail.com.

CLEAN-UP:

- ☐ If you plan on attending the 11am service the clean up can be done after the service.
- ☐ The choir and a few folks will come to coffee hour before the 11 am service. You can get started cleaning up, but please wait to do your final clean-up after they've had a chance to have some coffee and snacks (about 10:50.)
- ☐ Wipe the oilcloth tablecloths with a sponge, fold and place back in the pantry.
- ☐ Wash and put away dishes. Instructions for running the dishwasher are on the side of the machine.
- ☐ Take home leftovers. Please do not put in refrigerator or freezer.
- ☐ Wash and put away coffee pots. Coffee grounds should be put in trashcans and NOT down the garbage disposal.
- ☐ Clean the sinks and counter tops.
- ☐ Put the tables back into the chair closet.
- ☐ We greatly appreciate it if you could take the dirty dish towels and sponges home to wash and return. If that doesn't work for you, place dirty dish towels and sponges into the laundry bag located next to the refrigerator (extra bags are stored in the laundry basket in the pantry).

Thank you so much for your service to our church family!