

Scheduling and Mechanics

- Sometimes a board or committee will want to host coffee hour, in which case the board or committee will “bump” the assigned team, so that team misses its spot in the rotation. (i.e., we will not re-jigger the dates)
- If you don’t have enough players to field a team on your assigned week (sorry for the baseball analogies!), then send an email to coffee@lrucc.org and ask for another team to swap with you, or ask for additional helpers.
- Whether you are on a team or a sub – if you see an email asking for help Please! Email back and say yes. Think of helping another team as a good way to get to know other people. 😊
- Each team has a captain. The captain’s job is NOT to attend every scheduled coffee hour for the team or to buy goodies. The captain’s job is to send an email to the team a week or two prior to the assigned date and verify who will be able to help. And if no one is available, the captain should send a “Help Wanted!” email.
- Not all of your team needs to help with all activities. For example, if you have a team member in the choir, that member won’t be able to help much for set up – but he or she can help serve and clean up. Ditto for people with meetings after worship – those people can help set up, and leave serving and clean up for others on the team.
- You don’t need to buy anything – the church provides coffee, sugar, half and half, and juice. If you want to bring food to serve, feel free. We do love our treats at LRUCC! And you are always welcome to look in the fridge or freezer for extra food. You are almost guaranteed to find cookies or the like in the freezer.
- If you notice we’re out of something (or getting close), let Kathleen Styles know, since she’s been working with Deacons to keep the kitchen re-supplied.
- Once you get the hang of it, it takes one person roughly 30 minutes to set up for coffee hour before service, meaning with 2 people it will less time. So plan to arrive at the appropriate time, depending on how many helping hands you have. Folks usually chat for 30-45 minutes at coffee hour, and you’re usually done with clean up about an hour after the service ends.

Coffee Instructions

Making coffee:

- For a standard Sunday, we suggest making 50 cups of regular and 30 of decaf. (This might change in light of further experience.)
- Plan to use the ceramic coffee mugs, but consider offering disposable coffee cups too, if the weather is such that people may want to take their coffee outside.
- The coffee urns take about 30-40 minutes to brew, so plug them in just before going into the service.
- We don't have a convenient outlet in the social hall for the tea water, so heat up the water for tea in the kitchen and bring it out to the service table after the service is over.
- It's nice to set up 2 -3 card tables and chairs and to arrange the red benches in a socially friendly configuration.
- Feel free to use tablecloths for the main serving table or the card tables – but not mandatory!
- Fill a small pitcher with half and half and put it in the refrigerator so it's ready after the service.

Things to put out:

- Coffee cups (Blue = high test and White = decaf)
- Decaf / regular signs that go with the cups
- Sugar and artificial sweetener
- Ceramic pitcher with Half and Half (after the service)
- Coffee stirrers
- Teabags
- Small plate for empty packets and used stirrers
- Napkins
- Juice and cups (use disposable cups or the plastic cups, as you prefer)
- Any food you want to offer (always optional!)
- Put a cart with a tub on it for used cups near the door to the kitchen, along with a trash can and the recycling can.

Clean up:

- Wash coffee mugs and the like in the dishwasher – ask for a tutorial if you don't know how to use it. It is SUPER easy.
- White mugs can often benefit from a brief sponge wash prior to putting in the dishwasher because they tend to get coffee stains.
- If you use a table cloth and it is soiled, take it home and wash it, along with any soiled dish towels. If they are not soiled, just put them away.

Most important instruction!

- Coffee hour is about fellowship, it's about having fun and making connections. If you have enough people working on a given Sunday, assign several of your team to go around and talk to people. Talking to people is just as important as pouring coffee!
- Say hello to people you don't know! If people aren't eating your treats, walk around and offer them, cocktail party style. It's a good way to talk to more people.
- This would be a good day to remember to wear your nametag. 😊