

Hosting an LRUCC Coffee Hour

Thank you for agreeing to host coffee hour! It's not tough and we appreciate your help. The following are general instructions.

What to do before your hosting day:

- Coordinate with your coffee team. You don't ALL need to help on any given Sunday, but it's nice to have 2 or 3 people helping. One person doing it alone is doable, but no fun.
- The church buys regular & decaf coffee, tea, and juice, but you will need to purchase certain supplies, listed below. Coordinate who buys what with your coffee team. We ask that hosts always provide beverage service, but you should feel free NOT to offer treats, or to offer only light treats.

What to do the morning you are hosting:

- It takes about 45 minutes for 2 people to set up for the service, so please plan to arrive no later than 9:15 a.m.

What to do immediately before serving:

- You should plan to leave the service close to the end, usually when the final hymn starts.

What to do at the end of coffee hour:

- Clean up and take home soiled linen to wash.

It is fine to serve only beverages for all and a small snack for children any Sunday of the year. Goodies and taste treats for adults are always optional. If you choose to treat us, that's grand, but we don't want the offerings to be so wonderful or expensive that others are deterred from hosting.

Supplies

You should be sure to have the following supplies. Those marked with an ** are supplied by the host coffee team.

Coffee - Fair Trade regular and decaf coffee are provided by the church. You will find the bags in boxes in the right cabinet in the center of the wall. Please use the already-opened bags in the cabinet first.

Tea - Tea bags are also provided. There is usually a good supply of donated and Fair Trade tea.

Beverage for the children in pitchers with ice: The most common mixture is fruit juice mixed with water or ginger ale or Sprite or powdered lemonade or Crystal Light. These supplies are also provided by the church. Use whatever you want, enough to produce about a two pitchers.

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****Half and Half** - Buy regular or fat free, your choice. Two quarts are needed.

****Snack for the Children:** Please provide a small snack for the kids. This can be Goldfish, animal crackers, Teddy Grahams, Oreos, whatever.

****Ice:** You don't need much, so check the freezer the week before and see if there's already enough. If we all remembers to keep the ice bucket full and refill ice trays, we shouldn't need to buy ice.

****Goodies:** Always optional.

****Hosts** shop for these.

Before Service:

Make the Coffee:

- For our one service at 10:00, we recommend making 70 cups of regular coffee and 40 cups of decaf. In the summer you could make just 60 cups of regular coffee.
- The coffee takes about 50 minutes to brew, so it's best to be safe and plug it in around 9:50 to be sure.
- You can place the two coffee urns on a rolling cart and fill with cold water using the long hanging spray hose over the sink. Please brew the coffee in the social hall, plugged in by the serving table. Always use COLD water and make sure the rod and urn are well seated.
- Put the little metal signs on each urn to mark which is regular and which is decaf.
- Check the pot occasionally to make sure it is perking. Coffee is done when the red light comes on.

Heat the Tea Water.

- Heat tea water in a smaller urn. You have to use the plug in the kitchen, as there isn't a place to plug it in in the social hall. Carry it to the table just before serving. About half of the urn is plenty – we usually only serve 10-15 cups of tea.

Set Up

- Please consider using a white tablecloth (found in the supply room) for both the serving table and the kids' table. The door of the supply room is across the hall to the right of the drinking fountain.
- Roll out the coffee cups. You'll find them on the far side of the kitchen, by the back door.
- Put 2 gray dish carriers (located above the dishwasher) onto carts. Leave one by the exit door to the sanctuary hall and the other by the back door to the social hall. People will put their empties in these.
- Put 2 trash cans with a liner by each cart in the social hall.
- On the **adult table** you'll need:

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1. Cream pitchers (2 are better). Leave them in the refrigerator during the service.
 2. Bowls with sugar and artificial sweeteners
 3. Bowl or container with tea bags
 4. Container with stir sticks
 5. Trash bowl or plate for empty sweetener packets, used tea bags, and stir sticks
 6. The decaf and regular signs (we usually put regular in the blue cups and decaf in the white)
 7. Platters with snacks, if you have them. The church has many plastic platters – look under the coffee cabinet.
- Set up the **kids' table**. Please use colorful plastic beverage cups. If you are making the ginger ale/lemonade mix, it's easiest to mix the beverage in 2 large plastic pitchers (found on the shelf on the far wall). Just before serving, add the ginger ale and ice. You can serve kids' snacks in mini 3-oz. cups (keeps fingers out of each other's food) or on a plastic tray.

Just Before Serving:

- Leave the service a few minutes early and open the doors to the Social Hall.
- Put out the half & half (you'll want to have it in the fridge during service)
- Put the container on a shelf under the coffee urns. When you need to refill, there's no time to rush back to the refrigerator.
- Finish mixing the kids' beverage.
- Move the tea water urn from the kitchen to the adult serving table.
- Start pouring coffee!

Clean Up:

- Run the coffee cups through the dishwasher and then return them to the cart in the social hall. Directions for operating the dishwasher are posted on the kitchen door.
- To wash the colorful children's glasses, place in an open tan rack and then place another rack on top of the glasses to prevent them from turning over and filling with water.
- Clean up whatever serving pieces and utensils you have used.
- Clean all the counters, carts, and sinks.
- Take the trash out and put a fresh bag in the can.
- Rinse out the coffee urns and put them away. Do not put coffee grounds in the garbage disposal.
- Fill the ice container in the freezer with ice, and refill the ice trays with water.

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- Take home the used linens and dishtowels, wash them, and return the next Sunday.
- If there are any goodies left over that the team does not want to take home, please freeze them and notify the coffee team scheduled to serve the following Sunday.