



Coffee Hour Guidelines

*“For where two or three are gathered in my name, there am I among them.”
Matthew 18:20, KJV*

Thank you for signing up to be one of our Coffee Hour hosts! It is a joy and a delight to share time with one another on Sunday morning. We encourage you to keep it simple. Please remember that our goal is to encourage fellowship after church, to help people feel welcome and comfortable. If possible, it's best to sign up with another person—more fun and less work!

What do Hosts provide?

1. 1 quart of $\frac{1}{2}$ and $\frac{1}{2}$
2. 1 quart of 2% Milk
3. Food of **your choice** to feed ~25-30 people.

Some popular food suggestions:

- Muffins (mini sized are best, or cut large into pieces)
- Donuts (cut in 1/2)
- Bagels (pre-sliced)
 - Include a tub of cream cheese and butter
- Coffee cakes/Baked goods (pre-sliced)
- Fruit and/or veggies that are cut up—grapes work well
- Crackers and cheese slices
- **Consider gluten-free options**

What does Zion provide?

We have **a small budget** to cover the cost of supplies. Our goal is to break even at the end of the year on Coffee Hour. The income we receive from donations during Coffee Hour is intended to help cover these costs.

- ✓ Coffee
- ✓ Tea
- ✓ Cups
- ✓ Sugar/Sweetener
- ✓ Stirrers
- ✓ Napkins
- ✓ Plates

What do Hosts do?

1. Set the table with the appetizing things you have brought
2. Serve and enjoy the happy atmosphere you have created
3. Replenish milk &/or $\frac{1}{2}$ & $\frac{1}{2}$, if required
4. Quick clean-up
5. Communicate any low supplies to Dawn for restocking

What is the time commitment?

1. Trip to the grocery store
2. Leave service a little early to set up table
3. Clean up and you are done and out the door by **noon!**

C. O. F. F. E. E

Christ Offers Forgiveness For Everyone Everywhere

Set-up Instructions:

1. Coffee and Hot Water for tea is already brewed (thank you David Brinson) and placed in the carafes
2. Please make sure the following items are placed out and available to parishioners:
 - a. **Coffee cups**
 - i. Extra cups are located in the lower cabinet opposite the sink
 - b. **Tea bags**
 - i. Extra tea bags are located in the “coffee supply” cabinet facing Mitchell Hall. You will find all the coffee hour supplies either on the counter or stored in the cabinets above
 - c. **Creamers**
 - i. Fill the LARGE decorative pitcher with $\frac{1}{2}$ & $\frac{1}{2}$ and place near coffee carafe
 - ii. Fill the smaller white pitcher with milk (it is marked MILK) and place near coffee carafe
 - iii. There are pre-printed tent cards that can be placed in front of the creamers to identify contents
 - d. **Sugar and sweeteners**
 - e. **Stirrers**
 - f. **Small paper plates (if needed)**
 - g. **Napkins**
 - i. Napkins and paper plates are in the cabinet drawers where the coffee cups are stored
3. All serving utensils & utility knives are in the drawers under the “coffee hour” supply cabinet
4. All serving platters are in the cabinets under the microwave*
5. Please serve any leftover beverages in the refrigerator (water or iced tea)
 - a. Small cups are in the same cabinet as the coffee cups (or in the general vicinity)

**Feel free to rummage through all drawers and cabinets if you can't find what you need. The “perfect-sized” platter is somewhere!*

Clean-up Instructions:

1. Rinse out all carafes and let air dry
2. Wipe down all surfaces that were used in kitchen and Mitchell Hall
3. Wash all reusable items
 - a. Carafes, platters, serving utensils, etc.
 - b. Hand towels are in the drawer behind the sink
4. Please empty trash cans in Mitchell Hall into the larger garbage can in the kitchen
5. **PLEASE make sure all left over food is taken home and not left in the refrigerator or freezer**

Thank you!