

Lay Task Directions

COFFEE HOUR HOST Offering The Gift of Hospitality

- Who can host Coffee Fellowship? Individuals, families or friends.
- **The Purpose of coffee fellowship** is to enhance hospitality fellowship. We provide beverages and snacks to help welcome the church family for a time to visit and share.
- **How to set up – At least 15 minutes in advance.**
 - **HOT BEVERAGES:** (these may already be prepared)
 - Coffee: Fill and set up the two smaller coffee pots according to coffee-making directions posted on the wall. One pot of decaf on one side of the window, one pot of regular on the other side of the window. The amount of coffee to make is about 30 to 40 cups each. The small coffeemakers do not have on-off buttons. Put the lids on and don't forget to plug them in before going up to church.
 - Tea: Fill the larger urn with clear water and plug it in along the far back counter in the kitchen. (This urn gets very hot so it's placed in the kitchen away from small children for safety. It is on the back counter because it blows the fuses if you use one of the same plugs at the serving window.) Put a basket of teabags by the hot water urn. Set out paper hot-cups or glass coffee cups (depending upon if you have the time to wash up.) Set out a cup with spoons for stirring, sugar and sweetener, and pitcher of creamer. We often have half and half in the fridge, or use powdered creamer in one of the lower cabinets.
 - **COLD BEVERAGES:** pitchers of water or ice tea are fine. Optionally you may provide a cold sweet beverage. In the lower marked cabinet, you will find mixes for lemonade. If you want, you can provide juice. We use the smallest paper cups for juice and pour some ahead on a tray for our small children.
 - **SNACKS:** On long center table set out your snacks and a stack of napkins. Snacks can be as simple or as complicated as you have time and desire to prepare. Plan for about 50 people to have a few nibbles. Cookies, pretzels, cake, fruit, cheese, cold cereal, coffee cake, crackers, nut-bread or bagels are all examples of things that are welcomed. Some folks like to bake; some folks like to visit Save-mart or Costco. Remember your goal is not to send everyone home full, but to provide a little snack to make fellowship and visiting more pleasant. Remind children to take just one of any item.
- **Where to find what you need – Don't be afraid to look around**
 - Disposable hot and cold cups, spoons and forks, plates and napkins are in the lower cabinet in front of the pass-through window.
 - Ground coffee is kept in the freezer.
 - Glass coffee cups are in the curtained upper cabinet near the kitchen door.
 - Coffee and teapots are out on back counter.
 - Teas, drink mixes, sugar and sweeteners are in the marked lower cabinet near the door.
 - Foil, plastic bags, or plastic wrap are in a lower cabinet near the sink.
 - Serving trays and bowls are in a lower cabinet near and under the microwave.
 - Pitchers are located in an upper cabinet near and above the microwave.
 - Look in drawers for measuring cups, spoons or servers, dishcloths and towels
 - Trash bags are in the closet at the end of the hallway near the bathroom.
- **How to Clean Up**
 - As folks are finishing up, unplug the coffee and teapots. They will stay hot for while guests are finishing up.
 - Wash any trays, serving pieces, cups or spoons that were used following the sanitizing directions posted on the wall.
 - Put leftover disposable cups or plates away in cabinets.

- o **Please give away or take home any leftover perishable food**, since it will not be used in the refrigerator. We never leave any food outside on counters or in cabinets since it creates a pest problem. Even food in individual wrappers need to be kept in the fridge.
- o Once folks are gone, carefully empty any leftover coffee, empty coffee-grounds in the trash, and wash out the coffeemakers. They can be dried or put upside down on towels to dry.
- o Gather any trash left in the fellowship hall and take trash from cans out to trash bins. New trash bags are in the cabinet at the end of the hallway near the bathroom.
- o Use rags and sanitizing solution to wipe down tables. Replace table and chairs to their original positions.
- o If the floors are messy, the vacuum is located in the closet at the end of the hall near the bathroom.
- o Take home dish rags, towels, and tablecloths to launder.