

Guidelines For Hosting Coffee Hour Following 11:10 Service

Cabinets are labeled to aid in locating supplies; instructions for making coffee are located near large coffee pots.

Check the coffee pot from the 8:45 service, if less than 48 cups you can use the small pot to make 12 cups and pour it directly into the large pot. If you need to make a new large pot, please rinse with cold water to cool pot or it will not perk again. *** Please arrive in time to have new coffee pot started at 11:15 if you determine a whole new one is needed, as it takes 45 minutes to perk.

*Make 2-4 pitchers of punch/lemonade. Add 4 scoops of drink mix to $\frac{3}{4}$ pitcher of water, and then fill remaining with ice.

*Make 2 pitchers of ice water

*Feel free to use the cookies purchased by the church

*As crowd begins to thin, start the clean up process.

*Empty coffee pot and use *hot water* only to rinse it

*Be sure that all items are washed and returned to their corresponding cabinets.

*Wipe all tables

*Tie up trash bags and take them to the dumpster at the end of parking lot, then replace trash bags.

*Take used towels home to launder them and return them to the kitchen.

*Thank you for hosting.
Grace and peace to you,
Fellowship Committee*

**Guidelines For Hosting Coffee Hour
Following 8:45 Service**

Cabinets are labeled to aid in locating supplies; instructions for making coffee are next to large coffee pots.

*Please arrive in time to have the coffee started at 9:00 as it takes 45 minutes for it to perk.

*Coffee – 100 cup pot needs 7 ½ cups of coffee for 100 cups of water.

OR

*Fill water pot to 55 cups; add 3 cups of coffee.

*Place the coffee and hot water pot on large silver serving trays, on the same table place the tea bags and coffee condiments.

*Feel free to use the cookies that are purchased by the church.

*Make 4 pitchers of punch/lemonade. Add 4 scoops of drink mix to ¾ pitcher of water. Fill the remainder of pitcher with ice. (Cookies and cold drinks are placed on table below the serving window along with cups and napkins.)

*Make 2 pitchers of ice water

*Clean cookie plates and empty pitchers and put away. Please leave unused portion of coffee and hot water for next service.

*Thank you for hosting.
Grace and peace to you,
Fellowship Committee*