

10:30 AFTER-SERVICE COFFEE AND FELLOWSHIP

Sunday after Labor Day through Sunday before Memorial Day

General Guidelines

Provide refreshments after the 10:30 service, attendance is about 100 people.

In order to accommodate our growing congregation, accessibility and flow of the gathering space, we will set up the food in Covenant Hall, while coffee will remain in the gathering space.

Provide Coffee Creamer (before purchasing, check the supply of fresh creamer already in the refrigerators in the small and main kitchens, making sure that any creamer you use is not labeled for another activity)

Suggested food options: bagels and cream cheese, crackers and cheese, fresh fruit, muffins, veggies, breakfast breads, donuts, cookies, cake, etc.

Overview of Responsibilities:

Sextons:

Brew coffee (regular and decaf), heat water for tea, set up tables with table clothes, and put out coffee cups. The sexton usually has everything set up by 8:00 a.m.

Set up tables with tablecloths at 10am in Covenant Hall.

The sextons clear and clean the coffee pots and cups.

Coffee Hour Leader of the Week:

Decide what to bring, purchase and provide the food, and coffee creamer.

Coffee Hour Leader and Helpers:

Arrive by 10am, meet in the main kitchen to prepare food (cut into small size servings) and put on serving plates

Set out water pitchers, cold drinks and water glasses and food

After the coffee hour, clean the plates and utensils that were used, pack up left over food. (Sextons will clear and clean the coffee pots and cups).

Procedures on Day of Coffee Hours (One Leader and Two Helpers):

Arrive by 10 am, plate food and keep in the small kitchen across from the associate pastor's office.

Tip: Prepare and plate food in the main kitchen and then place on a cart and move to the small kitchen before the service, so it is ready to go for fellowship hour!

There may be some food left over from the 8:30 service fellowship hour, feel free to use it!

Carts, platters and serving items can be found in kitchen. Cart is useful for prep and bussing dirty dishes

Fill 2 pitchers with water. Put out on tables in Gathering Space.

Set out cups for water and napkins on the tables.

Find pitchers for cream and bring to small kitchen.

The plated food can be held in the small kitchen and put out into Covenant Hall a few minutes before the 10:30 service ends (around 11:15). Leave service during final hymn.

Refill food, drinks, cream, and cold cups during the coffee hour as necessary and remove empty plates. Put on cart.

The coffee hour following the 10:30 service usually lasts 45-60 minutes.

At the end of the coffee hour, the dirty plates and utensils should be returned to the main kitchen, washed, and put away (Sextons clear and clean the coffee cups).

If you need training on how to use the dishwasher, or learn where things are in the kitchen, please contact Kori.

Condiments are returned to the Coffee Hour Cabinet in the Main Kitchen.

Any left-over food can be left for other groups' use or frozen for future use. It should be wrapped and clearly labeled as such.

Wipe clean the tablecloths and leave on tables in Gathering Space and Covenant Hall to dry.

Please leave both kitchens at least as clean as you found them.

8:30 AFTER-SERVICE COFFEE AND FELLOWSHIP

Sunday after Labor Day through Sunday before Memorial Day

General Guidelines

Provide light refreshments after the 8:30 worship service, attendance is typically 15-30 people.

Provide Coffee Creamer (before buying, check to see if there is enough fresh creamer already in the refrigerators in the small and main kitchens)

Overview of Responsibilities:

Sextons:

Brew coffee (regular and decaf), heat water for tea, set up tables with table clothes, and put out coffee cups. The sexton usually has everything set up by 8:00 a.m.

The sextons clear and clean the coffee pots and cups.

8:30 Coffee Hour Leader of the Week:

Decide what to bring, purchase and provide the food, coffee cream, and any cold drinks.

Tip: Simply a box of donut holes, would be sufficient!

Set out water pitchers and water glasses and refreshments on the two tables in the gathering space, underneath the art sculpture.

After the coffee hour, clean and put away the plates and utensils that were used (if any), pack up left over food, take it with you or offer it to the 10:30 fellowship hour team.

If you need training on how to use the dishwasher, or learn where things are in the kitchen, please contact Kori.

Procedures on Day of Coffee Hour:

Arrive by 8:45, plate food, and set up on tables in Gathering Space.

Tip: platters and serving items can be found in main kitchen.

Serve refreshments and coffee creamer by 9:05am

Leftover food from this coffee hour can be returned to the small kitchen between 9:45 – 10:00.
(Or cover the food until after the 10:30 service.)

Wipe clean the tablecloths and leave on tables in Gathering Space.