

## BHPC Coffee Hour System: LAST NAME PRIDE!

Starting March 19, 2017, we implemented a new system for Coffee Hour and everyone has a chance to participate! We have divided the congregation into 26 equal groups, each with about 12 families, based on the first letter of your last name. Each group is invited to host Coffee Hour twice a year.

We ask that you connect with others within your group and together bring the food for Coffee Hour at 8:30 and 10:30 am if your slot falls during the program year, or at 10:00 am only if your slot falls during the summer. Coffee will already be provided.

Louise Meyer emails the group the week before they are assigned to host. Coffee Hour doesn't need to be fancy, and we hope this can be fun. We realize some people travel and may not be here a particular Sunday. Yet if the group can work together, it will make a difference in welcoming visitors and in providing meaningful fellowship on Sunday mornings for our congregation. Logistical suggestions can be found below.

Coffee Hour is an important part of the life at Bradley Hills. It is an opportunity to connect with one another, be hospitable to first time worshipers and new members, and strengthen our friendships each week. Thank you for considering participating in this ministry!

Bel to Brads	5/6/18
Brady to Burg	5/13/18
Burn to Cham	5/20/18
Che to Col	5/27/18
Con to Dav	6/3/18
De to Fom	6/10/18
Fow to Gei	6/17/18
Gh to Hac	6/24/18
Hal to Hend	7/1/18
Henn to Hos	7/8/18
How to Ina	7/15/18
Ja to Kel	7/22/18
Kem to Koz	7/29/18
Kya to Liu	8/5/18
Lle to McA	8/12/18
McC to Mill	8/19/18
Miln to O'K	8/26/18
O'S to Pey	9/2/18
Phi to Re (Welcome Back Brunch)	9/9/18
Ric to Schn	9/16/18
Scr to Sno	9/23/18
Spag to Sut	9/30/18

T-U-V-X-Y-Z's	10/7/18
Wa to Whita	10/14/18
Whitl to Wri	10/21/18
A to Bei	10/28/18
Bel to Brads	11/4/18
DEACONS (VETERAN'S DAY)	11/11/18
Brady to Burg	11/18/18
Burn to Cham	11/25/18
Che to Col	12/2/18
Con to Dav	12/9/18
De to Fom	12/16/18
Fow to Gei	12/23/18
Gh to Hac	12/30/18
Hal to Hend	1/6/19
Henn to Hos	1/13/19
How to Ina	1/20/19
Ja to Kel	1/27/19
Kem to Koz	2/3/19
Kya to Liu	2/10/19
Lle to McA	2/17/19
McC to Mill	2/24/19
Miln to O'K	3/3/19
O'S to Pey	3/10/19
Phi to Re	3/17/19
Ric to Schn	3/24/19
Scr to Sno	3/31/19
Spag to Sut	4/7/19
T-U-V-X-Y-Z's	4/14/19
DEACONS (EASTER)	4/21/19
Wa to Whita	4/28/19
Whitl to Wri	5/5/19
A to Bei	5/12/19
Bel to Brads	5/19/19
Brady to Burg	5/26/19
Burn to Cham	6/2/19
Che to Col	6/9/19
Con to Dav	6/16/19
De to Fom	6/23/19
Fow to Gei	6/30/19

Gh to Hac	7/7/19
Hal to Hend	7/14/19
Henn to Hos	7/21/19

## **INSTRUCTIONS FOR 8:30am AFTER-SERVICE COFFEE AND FELLOWSHIP**

### General Guidelines:

As Coffee Hour hosts, you are providing *light refreshments & creamer* after the 8:30 service for about 15-30 people in the Gathering Space. Suggested food options include donut holes, cookies and muffins/breakfast breads.

### **Overview of Responsibilities:**

#### **Sextons:**

- Brew coffee (regular and decaf), heat water for tea, and set up tables with tablecloths in the Gathering Space.
- Clear and clean the coffee pots and cups after the service.

#### **Coffee Hour Hosts (8:30am Service):**

Set out water pitchers, cups, and refreshments on the two tables in the Gathering Space underneath the art sculpture. Disposable dishes, serving plates, utensils, cups and pitchers can be found in the Main Kitchen.

After the Coffee Hour, throw away any used disposable dishes or utensils that remain, clean any dishes/utensils that were used, and put any leftover food in the main kitchen to be used for the later coffee hour.

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

## **INSTRUCTIONS FOR 10:30 AFTER-SERVICE COFFEE & FELLOWSHIP**

### General Guidelines:

As Coffee Hour hosts, you are providing refreshments after the 10:30 service for about 125 people.

The host provides coffee creamer and food. Suggested food options include crackers and cheese, fresh fruit, muffins, veggies, breakfast breads, donuts and cookies.

NOTE: In order to accommodate our growing congregation, accessibility, and flow of the Gathering Space, food for the second coffee hour should be put in Covenant Hall, while coffee will remain in the Gathering Space. The sextons follow a standard set-up every week; please do not ask them to rearrange anything.

### *Overview of Responsibilities:*

#### **Sextons:**

- Brew coffee (regular and decaf), heat water for tea, and set up tables with tablecloths in the Gathering Space.
- Set up tables with tablecloths for food in Covenant Hall after the 8:30am service.

- Clear and clean the coffee pots and cups after the service.

### **Coffee Hour Hosts (10:30am Service):**

Meet in the main kitchen by 10am to prepare food (cut into small size servings), and put onto serving plates. Place the serving plates on a cart and leave it in the small kitchen near the Gathering Space.

Leave the service during the final hymn (around 11:15am) and set out 4-5 water pitchers, paper cups, creamer and plated food. Disposable dishes, serving plates, utensils, and cups and pitchers can be found in the Main Kitchen. Please note that setting food out unattended during the worship service may result in the children who are released from Church School early getting to the table well in advance of the adults and families in worship :)

Refill food, water pitchers, cream, and cold cups during the Coffee Hour as necessary and remove empty plates.

After the Coffee Hour, throw away any used disposable dishes or utensils that remain, clean and put away any dishes/utensils that were used, and take any leftover food home. (The Sextons will clear and clean the coffee pots and coffee cups.)

Return any unused condiments (sugar, sweetener, stirrers) to the Coffee Hour Cabinet in the Main Kitchen.

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

## **INSTRUCTIONS FOR COFFEE & FELLOWSHIP-SUMMER SCHEDULE**

### **General Guidelines:**

As Coffee Hour hosts, you are providing refreshments after the 10am service for about 75 people.

The host provides coffee creamer and food. Suggested food options include cookies, donuts, crackers and cheese, fresh fruit, muffins, veggies, breakfast breads, etc.

NOTE: In order to accommodate our growing congregation, accessibility, and flow of the Gathering Space, food should be put in Covenant Hall, while coffee will remain in the Gathering Space. All doors between Covenant Hall and the Gathering Space should be open. The sextons follow a standard set-up every week; please do not ask them to rearrange anything.

### **Overview of Responsibilities- Summer Schedule:**

#### **Sextons:**

Brew coffee (regular and decaf), heat water for tea, and set up tables with tablecloths in the Gathering Space. The sextons clear and clean the coffee pots and cups after the service.

#### **Coffee Hour Hosts:**

Provide the food and coffee creamer. Disposable dishes, serving plates, utensils, cups and pitchers can be found in the Main Kitchen.

For the 10am service, set out the food, 4 water pitchers, disposable cups, napkins and creamer by 10:45am. You may store plated food in the small kitchen near the Gathering Space for convenience until it's time to set it out.

Refill food, drinks, cream, and cold cups during the Coffee Hour as necessary and remove empty plates.

Carts, platters, and serving items can be found in Main Kitchen. The cart is useful for prep and bussing dirty dishes.

The Coffee Hour usually lasts 45-60 minutes.

At the end of Coffee Hour, throw away any used disposable dishes, cups and utensils. All dirty plates and utensils should be returned to the Main Kitchen, washed, and put away. You can minimize cleanup by providing finger foods and utilizing paper plates. If you need training on where things are in the kitchen, please contact Farid at [Farid@bradleyhillschurch.org](mailto:Farid@bradleyhillschurch.org).

The Sextons will clear and clean the coffee pots.

Non-perishable condiments (tea bags, sugar, stirrers) are returned to the Coffee Hour Cabinet in the Main Kitchen.

Any leftover food can be taken home. Please avoid leaving food unless it will immediately be consumed by a group following Coffee Hour.

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

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

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**If you have any questions, please contact Louise Meyer at [Louisemeyer87@yahoo.com](mailto:Louisemeyer87@yahoo.com)**