

# Coffee Hour Instructions

Thank You for Volunteering for Coffee Hour. We appreciate your help and hope that you enjoy the experience. Please follow the procedure below. Hosts are to provide the milk/cream and assist in the clean-up. Treats are optional.

- Coffee pot is used with 40 cups of water for an average Sunday (more if high attendance is expected) and one level cup measure for every 10 cups water.
- Cups for hot and cold water, sugar, napkins, stirrers, powder creamer, pitchers for Half and Half
- Fill smaller water pot and put filter in pot for tea since machine will not work properly without filter
- Lemonade is powdered and is found in the Sacristy – 2 pitchers per coffee hour.

Wheel cart out to the Round Room before 9:45 and finish set up. Plug both pots into outlet in the Round Room. Make sure the switch on the coffee pot is in the “On” position.

After coffee hour:

- Wheel the cart back to the sacristy and rinse the coffee pot and creamer pitchers
- Empty trash and put in fresh liners (located under the sink). Take trash with you as you leave and put in dumpster
- Leftover Half and Half and milk can be left in refrigerator in Sacristy if the “Use By” date has not been exceeded.

Deacons will re-stock cart and Sacristy after each use.

## **Summer Lemonade**

When the Choir breaks for the summer, switch to lemonade. 2 quart cooler is located in the Sacristy. Best to use less lemonade than instructions call for (i.e. 14 scoops instead of 16 scoops). Fill container 2/3 with water and stir well. Fill to the top with ice. Stage cooler, small cups and small garbage container in the narthex. When service is over move to the bench outside. If raining, serve in the Round Room.