



COFFEE HOUR SETUP

Bring with you:

- ☺ goodies for about 40 people
- ☺ one quart of milk and one pint of half and half
- ☺ any kind of juice (half gallon container or large can)

Normally, the coffee pots have been set up and need only to be plugged in on Sunday morning. If not, 3 urns should be prepared:

Hot water urn (marked) – fill with water to 30 cup mark

Coffee Urn (large) – fill with water to 45 cup mark; 2 ¼ cups coffee into basket

Coffee Urn (small) – fill with water to 30 cup mark; 1 ½ cups decaf coffee into basket

Prior to 10 AM service:

- ☺ plug in coffee pots (3): Regular, Decaf and Hot Water
- ☺ fill 3 carafes with hot water from sink (this pre-warms them to prevent cracking)
- ☺ set up with two tables with table covers in chapel
- ☺ from setup bin (in chapel), set out cups, lids, sugar, teabags, small plates, napkins and utensils
- ☺ bring milk and goodies to chapel

When coffee is ready:

- ☺ pour Regular, Decaf and Hot Water into pre-warmed carafes (they are labeled) and bring to chapel (this most likely needs to be done prior to the end of the service by volunteer)

During Coffee Hour:

- ☺ be available to get more coffee or supplies if spill is reported, assist with cleanup (there is a carpet/upholstery cleaning machine in back closet of church)

After Coffee Hour:

- ☺ see COFFEE HOUR CLEANUP sign!
- ☺ check setup bin and refill from Mitcham House as necessary