

WESTMORELAND CONGREGATIONAL UCC

MORNING Coffee Hour Instructions for Hosts/Hostesses

Thank you for volunteering to host Coffee Hour on Sunday, _____

The focus of Coffee Hour is to welcome visitors to our church, to enjoy conversation and foster fellowship within our church community. Refreshments are a welcome addition. Suggestions to choose from include:

Suggestions for sweets

Cookies
Coffee Cake
Sweet breads
Donuts, bagels

Suggestions for savory items

Cheese and crackers
Fruit (bite-size pieces)
Vegetables and dip
Pretzels/snack mix

Board of Membership and Fellowship provides:

Beverages (coffee, tea, juice and, in the summer, water) and non-dairy creamer, sugar/sweetener. It is always welcome if the host provides milk or cream as well.

Church provides:

- Debbie Parker, Sexton, sets up tables in the Social Hall, with paper cloths, napkins, cups, stir sticks, sugar, powdered creamer, thermal pots of coffee and tea; children's table with punch bowl
- Help for your questions: Debbie's office is within the double doors next to the pay phone

Hosts/Hostesses provide:

- Simple snacks sufficient for 125 people (55-60 in the summer, more on "special Sundays"), with the emphasis on simple. There's no need to "over-do" it!
- *Optional*: Centerpiece, and milk or half & half for coffee.

Your duties:

- Set up snacks on tables before church
- Clean up food, tables and kitchen counters after church; wash serving platters/dishes, dry and put them away. Wash coffee and tea pots; leave open to air dry.

What to do on Sunday morning:

Set Up

- Arrive before church with enough time to arrange food on platters and in bowls or baskets before church begins. You will find platters and bowls in

the kitchen cabinets and baskets in the butler pantry (located between the kitchen and the Social Hall).

- Cover the prepared platters/bowls/baskets with plastic wrap (a roll is on the work station) to keep food fresh and to discourage wee angels and hungry souls from snacking early!
- Toward the end of worship (before the Recessional Hymn) go down to the Social Hall and uncover the snacks.
- Pour juice and ice into the punch bowl on the children's table. (The juice should be sitting on the kitchen counter - if not, ask Debbie to get it from the supply closet - and ice can be found in ice cube trays or in the freezer.
- If necessary, as Coffee Hour progresses, refill the coffee and tea thermal pots at the coffee/tea station inside the butler pantry (teapots require 3 bags/pot). Extra tea bags can be found in the Coffee Hour supply cabinet in the kitchen.

Clean up

- As Coffee Hour winds down, clear away and wash, dry and please put away food trays and punch bowl. Wash out thermal coffee and tea containers, leave top off and place on trolleys in the butler pantry to dry.
- Cleaning up from Coffee Hour is not part of Debbie's job. If you do not wish to clean up, you may make arrangements with Debbie in advance for her to do it and pay her. Her fee is \$35/hour.
- Return sugar, powdered creamer and stir sticks to the Coffee Hour cabinet.
- Please take home (or throw away) any leftover items.

IF YOU ARE THE LAST TO LEAVE, PLEASE TURN OUT THE LIGHTS AND BE SURE THAT THE KITCHEN DOOR IS CLOSED AND LOCKED!

Questions? Contact the Coffee Hour Coordinator, Kim Christo, 202-244-9122.

The Board of Membership and Fellowship thanks you so very much for your help!