

## Coffee Hour Hosts Duties and Guidelines

- Call/Email your coffee co-hosts the week before to coordinate and make plans.
- Plan to arrive by 9:30 a.m. on your Sunday.
- Use the small kitchen off of Pilgrim Hall for your preparations.
- If you are serving on a Sunday when there is a Communion Luncheon, you will use the basement kitchen and set up in the basement dining room. A member of the Parish Life Ministry will contact you to ask you to bring fruit, cookies or desserts to coordinate with the Luncheon, and to assist with setting up beverages and cleaning up beverages/desserts

### ***With your co-host, bring the following:***

- 10-12 dozen cookies, mini muffins, or equivalent in coffeecake, etc. and/or Fruit, cheese and crackers, veggies and dip. A centerpiece or table decorations if you wish; plants, flowers, and/or seasonal decorations. **Please note that some of our members have gluten sensitivity or nut allergies. Safe foods for our members with nut allergies are Entenmann's or Hostess doughnuts, Oreo (any flavor), Chips Ahoy, Nilla Wafers, Pepperidge farm cookies (without nuts), Teddy Grahams, Goldfish Crackers. Please bring a nut-free and a gluten-free item if possible. We will also keep some of these foods stocked in the Pilgrim Hall kitchen, so please serve them when you are hosting!**
- A tablecloth, if you wish. There is a cloth that is generally kept on the large table and other cloths (that require follow-up laundering and ironing) in the sacristy.
- 1 quart of milk or half and half
- Juice or lemonade mix for children

***The Pilgrim Hall kitchen is equipped with everything else you'll need. (Coffee maker/pots are located in Pilgrim Hall kitchen.) If you need extra supplies, they are located in the pantry, lower level, across from kitchen.***

### ***Place on the large table:***

- napkins
  - artificial sweetener
  - tea bags
  - punch bowl or pitchers
  - sugar
  - stirrers
  - mugs
  - glass plates and knives
- Make coffee, regular and decaf, following guidelines posted in the kitchen beside the coffee maker. There are six press pots which hold twenty cups of coffee each. A good ratio for Coffee Hour is 2 pots regular, 2 pots decaf.
  - Cut cakes or arrange cookies on serving plates and/or baskets found in Pilgrim Hall kitchen cupboards.

### ***During final hymn of the worship service:***

- Place coffee pots on table.
- Fill creamers with milk, and place on table.
- Carry food to table.
- Enjoy the Coffee Hour.

***Clean Up:*** Clean pots, and wipe down kitchen. Please launder & return any dishtowels or tablecloths. Ceramic mugs and serving platters can be washed in the Pilgrim Hall Kitchen dishwasher. Detergent packets are in the cabinet under the sink. Fill the dishwasher with dishes, add soap, close, press start and press button for the normal wash cycle.

***Please Note: If any supplies are need, please alert the Church Administrator.***

***Thank you!***

The Member Care/Parish Life Ministry appreciates your contribution!