

Help! I'm Hosting the Coffee Hour!

These steps will make hosting the coffee hour stress-free

PRELIMINARY STEPS

1. There should be a minimum of 4 helpers. Decide if you want to serve more than just the Panera stuff, e.g., fruit, juice, etc. This is optional.
2. If possible, check the refrigerator the week before to see if there is enough fresh milk or half and half to use for your day. Otherwise, plan to bring ½ gallon of whole milk or some half and half.

SUNDAY MORNING—BEFORE LITURGY

1. Arrive no later than 9:45AM—you don't want to feel rushed. Zahra Esper usually prepares the trays of the Panera sweets. If she or no one else has done it, add this to your list of responsibilities.
2. Prepare the coffee & hot water for tea. There are charts on the wall which list the correct amounts of coffee/water. Make sure the stems of the urns are fully seated. Do not overfill the water kettle.
3. The urns and kettle go on the table for self-serving. Plug the *kettle* and *decaf urn* into the *power strip*. Plug the *large urn* directly into the *outlet*, otherwise, the strip will trip. The water in the kettle only takes 8 minutes to boil. You can wait until after Communion to turn it on.
4. Place on the same “coffee table” the following:
 - Coffee cups
 - Sugar, sweetener, creamers, stirrers, tea bags
 - Put napkins and some COLD CUPS on the large serving table.
 - It is imperative to put out COLD CUPS so as to not waste the more expensive hot cups when people want a drink of water.
 - A lined basket for empty sugar packets, used stirrers, etc
 - A basket for donations
5. PLEASE DO NOT USE THE OVENS *unless you have received instructions.*

AFTER COMMUNION

1. Fill the creamers with milk/half and half.
2. Turn on the water kettle. After it is heated, it's not necessary to keep it on the base.

CLEANUP

1. Try to give away any remaining sweets. We do not store leftovers.
If you can't give it away, throw it away.
2. UNPLUG EVERYTHING. Pour leftover coffee and hot water into the sink. Throw the grounds in the garbage can. Wash and dry the urns, lids, stems, and baskets. *Keep all of the parts together for each urn.*
3. Wash the creamers. Put away the cups, napkins, sugar etc. **Please put everything back where you found it. Nothing should be left on the counters or in the dishrack.**
4. Wipe the serving tables.
5. Please **CLOSE ALL CABINET DOORS COMPLETELY** and turn off the kitchen lights.
6. Give the donations to Diana Portillo or a Society member.

Thank you and God bless you for your help!