

Hosting Coffee Hour

Hosting coffee hour is a rewarding ministry in the life of our parish. What a blessing to complete our



prayers in church and know that we can extend our time together over a cup of coffee and a snack. Your participation in bringing this about is an important contribution for building the life of the parish. It provides for your brothers and sisters, and is a means of welcoming new visitors to our

community. We hope this guide will help you in preparing and serving coffee hour.

Coffee Hour Sign-up

There is a Coffee Hour sign-up sheet on the main bulletin board in the Parish House. We usually have a potluck on the first Sunday of each month, and a sandwich sale on the third. With an extra potluck here and there, we need to find volunteers to cover only about 25 coffee hours each year. check to see which Sundays are open, and sign up for one.

Bagel or no bagel?

You can decide if you want the parish to provide bagels, or if you would like to provide something else. If you want us to provide bagels, check that off when you sign up. They will be delivered to the church kitchen on the day you serve.

What we provide

The parish will provide bagels if requested, along with: coffee, tea, dry creamer, and sugar. We will have peanut butter, jam and non-dairy spread on hand. We'll supply napkins. We ask that you use ceramic cups, plates and bowls, glassware and stainless flatware, as it is less costly for us than supplying paper and plastic.

Getting oriented

Take time to familiarize yourself with the kitchen - its your kitchen too! Don't be afraid to open drawers and cupboards, check out where things are, note that the flatware, cups and some paper products are found on the common room side of the service counter. Some paper products and coffee supplies are in the closet

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by the kitchen door. Long term supplies and equipment storage may be found downstairs in a large double door closet.

Note that the stoves have regular and convection (heat circulating) settings.

What you provide

We ask that you bring at least a gallon of juice or fruit drink.

If you are serving bagels, you may wish to provide spreads: butter, cream cheese, houmous, tapanades, etc.

If you are providing the entire coffee hour, then your options may be as simple or as elaborate as you want: from cupcakes to a hot dish, its up to you. You will still need to bring juice, but bagels will not be ordered for you.

Foods for special occasions

If it is not your Sunday to serve and you would like to bring a special treat (birthday, etc.) please contact Carol Magmore at least a week in advance so that the people serving coffee hour can have a head's up!

How many people?

You can count on about 80 people, including children, at a typical Sunday coffee hour. Keep in mind that holiday periods, three day weekends and summertime may have fewer people, while Great Lent and Paschal seasons tend to have more.

Periods of fast

As a parish community we encourage our faithful to observe the lenten disciplines, and so we ask that you do so for coffee hour. Check the sign-up sheet. It will indicate whether there is a fast or not.

If there is a fast, up to three letters may be indicated: "F" "W," and, "O." F means fish is allowed to be eaten that day. W and O stand for wine and oil, they are always allowed on Sundays, even during fasting seasons.

Here is how to prepare for coffee hour, based on the fasting discipline:

If the sign-up indicates no fast, anything may be served.

If there is a Fast, and it indicates "WO," then wine (alcoholic beverages) and olive oil are allowed, but please do not serve the following items (including in the ingredients): meat, poultry, fish, dairy (cheese, eggs, mayonnaise, milk, etc.). You may bring items

containing seafood (clams, shrimp, calamari, etc.) and use lenten oil (corn, sunflower, etc.).

If there is a fast, but FWO is indicated, then you may also serve fish, along with olive oil & wine/beer.

You can contact one of the priests if you have questions about the fast.

Setting up the room

Arrange a table in the center of the main room.

Drinks and drink service items go on this table: cups, sugar, creamer, and spoons to stir. Water & tea supplies can remain next to the coffee maker.

Arrange another table near the kitchen counter. Food and food service items, plates, flatware, napkins, etc. go on this table. If you are serving a food that requires portion control, or you are dishing it up yourself, like a soup or some other hot item, and you wish to serve it from the kitchen counter, that's fine. It is better to serve alcohol from the kitchen counter as well so that you can have immediate supervision over this.

There is a collection basket that is set out for contributions. Be sure it is out - at the end of coffee hour set it on the kitchen counter and someone will take care of it.

Serving the typical coffee hour

After Holy Communion, go to the kitchen and begin making coffee. Directions are posted above the coffee maker. Fill the white carafes with some hot water to heat them up before filling with coffee. Plan on making about 8 carafes of coffee so you don't run out during coffee hour. Make up a pot/carafe of decaff

coffee using the **orange** handled pot. Set the kettle on for those who prefer tea.

It will be your job to make and serve coffee, split bagels, and set them out with the spreads and juice.

Clean up

We ask that you complete your coffee hour ministry to the parish by cleaning up.

Wipe down all counters and table tops. Towels and wash cloths may be found in a drawer under the kitchen counter on the kitchen side.

Wash, towel dry and put away all utensils and trays.

You may set the rinsed carafes upside down on a towel to air dry. Hand rinse the glass coffee pots and remember to turn off the heating elements on the coffee maker.

Use the dishwashers for cups, plates and flatware. Please stagger their starting time so that they won't drain at the same time. Dishwasher detergent may be found on the shelf above the dishwashers.

Leave used wash cloths and dish towels in a pile on the counter in the middle of the kitchen - they will be taken care of by someone else.

If you cannot serve

If for some reason you are unable to serve your coffee hour, please try to trade the date with someone else, should this fail, and if it is at all possible, please contact Carol Magmore a few days ahead and let her know that you won't be able to keep your Sunday.

Thank you, God bless you and enjoy your service in the name of the Lord!

