

St. Mark's Coffee Hour Instructions September through June

SET UP

- 2 long tables for adults (by garden windows) & 1 long table for children (by back wall)
- If you have rectangle tablecloths from home you may use those. We are looking into purchasing disposable tablecloths. They will be in the cabinet marked tablecloths. **DO NOT** use tablecloths from the back room. Those are for special events only.
- Set up at least one round table with some chairs for those who prefer or need to sit during coffee hour.
- Make sure there are two garbage cans in the hall for trash. There are garbage bags under all the sinks in the kitchen.

Coffee and Tea

- **Easiest** – Use the large coffee pots which are in the closet cabinet near the side exit door. One packet of coffee makes 10/12 cups of coffee. Use the smaller perk pot for water to heat for tea. (60 cups of decaf and 80 regular)
- **DO NOT PLUG POTS INTO SAME CIRCUITS IT WILL BLOW BREAKER** – PLUG ONE IN NEAR COFFEE MAKER, ONE ON SIDE COUNTER AND ONE ON THE ISLAND.
- **TAKES MORE TIME** - Some people prefer to use the coffee maker and make the pots as they go along. This takes more time especially if it is a large crowd.
- Use the carafes to serve coffee – brown tabs for regular, orange for decaf and green for hot water. Fill 6 of each for coffees and 3 for tea. When pouring coffee only fill cups half way. Helps prevent spills when the kids are running through everyone's legs!
- When making tea it is suggested that you **DO NOT** put tea bags in the carafe. People like to make it their own strength.

IN STOCK:

- Coffee packets and possibly at times some cans of coffee
- Tea Bags – regular and decaf
- Sugar – sometimes packets, sometimes loose
- Sugar substitute
- Stirrers
- Hot and Cold cups
- Napkins
- Dollies
- Baskets and other serving items
- Sugar bowls, creamer pitchers

WHAT TO BRING FROM HOME:

- 2 quarts of half and half
- ½ gallon of milk
- 1 lemon sliced for tea
- 2 gallons of juice for the children
- Baked goods for adults and children

Please bring home all leftovers including beverages. If there seems to be enough milk, half and half, lemons or juice for the following week – please take the initiative to contact one of the families scheduled for the next week (the coffee hour list is posted in the Narthex)

CLEAN UP

- Rinse out all carafes with hot water – soap not necessary. Let them drain while you finish other clean up. Please return carafes to cabinet. Do not put tops on all the way.
- There are garbage bags under all the sinks. Be sure to take all garbage from kitchen and Rozzelle hall. Tie up and put outside of side door or if able bring to the dumpster.
- Wipe down all counters
- There is a large broom in the closet across from the restrooms in Rozzelle hall. Sweep the hall floor.
- Be sure all lights in Rozzelle hall are shut off as well as kitchen lights.

St. Mark's Coffee Hour Instructions
July and August

SET UP

- Card table (from closet in the Narthex) either in the garden or on the Finely Avenue side by the front doors
- If bad weather set up in Rozzelle Hall using tables used during regular months.

No hot beverages during the summer

IN STOCK:

- Cold cups
- Napkins
- Dollies
- Baskets and other serving items

WHAT TO BRING FROM HOME:

- Iced tea and Lemonade
- Goodies for Adults and Children

CLEAN UP

- Wash any serving pitchers or other items you may have used and return them to their appropriate cabinets.
- There are garbage bags under all the sinks. Be sure to take all garbage, tie up and if able bring to the dumpster.
- Wipe down all counters
- If use inside facility due to bad weather, there is a large broom in the closet across from the restrooms in Rozzelle hall. Sweep the hall floor.
- If use inside facility due to bad weather, be sure all lights in Rozzelle hall are shut off as well as kitchen lights.
- Return card table to the closet in the Narthex.

Thank you for all your help!

Dawn Knill

Inreach and Fellowship Chair