

St. Mark's Coffee Hour Instructions
September through June
(updated 5/09)

Safety Note: Nut allergies – please do not use nuts or peanut butter in baked goods. If packaged goods state they may have come into contact with nuts, please clearly label those items with the word “NUTS” and only place them on the adult table. Thank you.

SET UP

- Use 2 long tables for adults (place by the garden windows) & 1 long table for children (place by back wall)
- Find washable tablecloths in lower cupboard near kitchen entrance. (entrance closest to Chapel). Please do not use tablecloths from back storage room – they are for special events.
- Set up at least one round table with some chairs for those who prefer or need to sit during coffee hour.
- Make sure there is a garbage can in the hall for trash. There are garbage bags under all the sinks in the kitchen.

Coffee and Tea

- **Easiest** – Use the 2 large coffee pots which are in the closet cabinet near the side exit door. Find coffee in the marked lower cupboard. One packet of coffee makes 10/12 cups of coffee. Use the smaller perk pot for heating water for tea. (plan for 60 cups regular, 30 cups decaf most weeks).
- **Do not plug the pots into the same circuit – it will blow the breaker.** Place the 2 large pots onto 2 rolling carts, and wheel them into the hall. One may be plugged in near the serving tables by the windows. The other may be plugged in behind the kids' table.
Important: make sure the on/off switches are turned to “on”.
- Keep the tea water pot plugged into a kitchen outlet until ready to serve tea, then just carry it out to one of the coffee carts. As with the coffee urns, don't plug the tea into the same outlet with them.
- Use the white carafes to serve the coffee: brown tabs = regular; orange tabs = decaf; green tabs = hot water for tea (many people prefer to add their tea bags to a cup of hot water).
- Serving suggestion: fill cups ½ full to prevent spills when children move around among the adults.

In Stock:

Coffee packets and/or large cans of coffee
Tea bags – regular and decaf.
Sugar/Sugar substitutes
Stir sticks
Hot and Cold cups
Napkins
Doilies
Baskets and other serving items
Sugar bowls and cream pitchers

What to bring from home:

Milk (suggest ½ gallon)
½ & ½ (suggest a quart)
1 lemon – slice for tea
2 gallons apple juice for kids
Baked goods for adults and children

Please take home leftovers, including beverages. If there seems to be enough milk, ½ & ½, lemons or juice for the following week – please take the initiative to contact one of the families scheduled to let them know you're leaving it. (coffee hour sign-up list is posted in the Narthex)

CLEAN UP

- Rinse out carafes with hot water – let them drain while you finish up other clean-up.
- Please return carafes to cabinet. Leave the tops off.
- Be sure to remove the bagged garbage to the outside containers. Place clean bags in the inside garbage cans.
- Wipe down all counters.
- Use the large broom in the janitor's closet near the bathrooms to sweep up crumbs in the hall.
- Please be sure all lights are shut off, and doors locked.

Thank you for hosting coffee hour. Your fellow parishioners really appreciate it.
Questions? Contact Anne Post: 908-766-6621 or annesandrapost@gmail.com