

# Coffee Hour Directions

The directions for the coffee machine are posted above the machine. The coffee takes 15 minutes to brew.



The CHURCH provides:

All paper goods	Platters for serving
Coffee	Sweeteners
Apple Juice	Milk and
Paper goods	Half&Half for
Bouillon	coffee/tea
Ice	Serving utensils

## RECIPE FOR SUCCESS

### THE COFFEE HOUR HOSTS PROVIDE:

GOODIES FOR THE ADULTS (APPROXIMATELY 75)

GOODIES FOR THE CHILDREN (DONUT HOLES, BAGELS, FRUIT, VEGGIES, COOKIES, CRACKERS)

FOOD IDEAS: COFFEE CAKES, CRUDITÉS, MUFFINS, BAGELS, CHEESE & CRACKERS, COOKIES, FRUIT, DONUTS, BROWNIES, PASTRIES

PLEASE REMEMBER STORE-BOUGHT IS FINE!!

## COFFEE, TEA, BOUILLON, and TABLE SET-UP

### Coffee: (TAKES ABOUT 15 MINUTES TO BREW)

- Directions are above the machine
- One urn of regular coffee and one urn of decaf coffee are required.
- Place 75 cups, sweeteners (sugar, Sweet&Low, Splenda), stirrers, White pitcher filled with milk, white pitcher filled with ½ N ½ at the end of the serving table.
- Bring the filled coffee urns into the Parish Hall.

### Tea and Bouillon: (ABOUT 10 MINUTES BEFORE END OF SERVICE)

- Put 3 tea bags into the Regular Teapot (BROWN-colored); 3 tea bags into the Decaf Teapot (GREEN-colored)
- Put 6 cubes of bouillon into the Bouillon Teapot (MUSTARD-colored)
- Add hot water from the coffee machine (the Orange Lever is at the top left of the machine) to all 3 teapots. Stir the bouillon.
- Put wooden trivets at the end of the serving table for serving the tea and bouillon. The trivets are on the shelf above the coffee machine.

### Children's Table:

Place juice pitcher and 25 small cups and napkins out for the children. *DO NOT PUT IT OUT UNTIL THE COFFEE HOUR BEGINS OR IT COULD BE GONE!!*

Please put out any napkins, plates, utensils needed to serve/eat the coffee hour refreshment.

### Clean Up:

Please wash all coffee equipment, teapots, pitchers, platters, and return them to the correct cupboard. Please clear off and clean countertops. Please take any leftover food home with you or throw it out. The garbage from the Kitchen and Parish Hall needs to be brought down to the dumpster (outside the classroom doors).