

Dear Coffee Hour Host,

Thank you for volunteering to host coffee hour this Sunday. Please arrive at the church no later than **9:00 a.m.** in order for you to have enough time to prepare for coffee hour before the service. We would like to give you some information to help make this event run smoothly.

In the yellow and white bag that you received from the previous coffee hour host, you will find the main key to the kitchen. Once inside the kitchen, the other keys you will need can be found inside the closet as you turn left, and walk straight back. Open the closet door on the bottom cabinet. The keys should be on the bottom shelf to your left on a hook. These keys will open the refrigerator and the two closets **under the stairwell**. Coffee is in the freezer section of the refrigerator and tea, hot chocolate, sugar and paper products are in the closets. To make the coffee, instructions are posted above the coffee pot in the kitchen.

Recommendations for coffee hour are:

- ✓ Beverages: Six half gallons of various juices (one diet), one gallon of milk and two quarts of half & half.
- ✓ Please serve all beverages in their original carton as per the Board of Health.
- ✓ **8** platters/trays of food (less for summer hours). Platters can include one fruit and/or vegetable platter.
- ✓ Bagels, cookies, breads, etc. Be creative. You can serve whatever you would like.
- ✓ Plus coffee, and hot water for tea and hot chocolate packets.
- ✓ Place two baskets out on the tables for donation collection and empty them periodically throughout Coffee Hour.

PLEASE NOTE: If any items used for coffee hour need to be replenished, please contact Karin Zasoski at 609.989-8282. Also, **coffee hour helpers are available to provide some food items**. Please also contact Karin if you would like help in this area.

During clean up, please wipe all counters and clean the sinks. If a spill occurred in the refrigerator, please clean it up. Please make every effort to leave the kitchen the way you found it.

After coffee hour, please empty trash cans in fellowship hall and the kitchen. (You can place them in the dumpster outside, or leave tightly closed bags just outside the kitchen, under the kitchen window.) Extra plastic bags are in the broom closet located at the entrance into Fellowship Hall.

After clean up and you are ready to lock up, please **place the set of keys back in the location where you found them**, and the one kitchen key to open the main kitchen door back in the yellow and white bag. All donations collected that morning should also go into the brown wallet in the bag. On the honor system, **you may reimburse yourself for any items you purchased for coffee hour from this collection.**

Please pass the bag to one of the next people scheduled for next week's coffee hour. (*More than likely, they will want to leave **with the bag** before you are finished cleaning up. It is okay to give them the bag with everything in it at this point because you will be able to close the kitchen door and lock it without the use of the key that you needed to open it.*)

Thank you again for volunteering for this very important time of fellowship for our congregation and keep in mind we are always looking for Coffee Hour Hosts!

Sincerely,

Karin Zasoski

Coffee Hour Coordinator