



How to Host COFFEE HOUR

GENERAL INFORMATION:

- Contact your co-hosts in advance. Sharing coffee hour hosting is a fun way to get to know another family in the parish. And when you split the responsibilities between prep and clean-up, coffee hour duty is a breeze!
- We have a standing order at The Bagel Emporium (238-9777) at 95 King Street, for: 2 dozen bagels, a half gallon of milk, and cream cheese. Pay for the order by cash or check. You may choose to donate the purchase or submit your receipts for reimbursement. For reimbursement, complete the green form located on the office door and leave it, with receipts attached, on the Parish Administrator's Desk.
- On Coffee Cake Sundays (first Sunday of the month) please cancel (or adjust) the bagel order in advance and buy six (6) Entenmann's coffee cakes instead.
- Feel free to be creative with your own menu — just remember to adjust or cancel the regular bagel order accordingly!
- **Please note that some of our children have severe nut allergies. Therefore, the children's table must be completely nut-free.** Because many packaged foods may have been manufactured with, or exposed to, nut-oils and could put children at risk of a life-threatening allergic reaction, please check the labeling carefully. If in doubt, we now keep a bin of approved "safe" snacks in the kitchen.

KITCHEN ORIENTATION:

- Tablecloths are on the racks behind the door.
- Styrofoam cups and napkins are in the cabinet by the door. However, as part of SMTVs "green" policy, we hope you will choose instead to use real mugs, even though they will have to be washed by hand. (The dishwasher does not work.)
- Pitchers and thermoses are usually on the counters near the sink or in cabinets below.
- Almost all the other coffee hour supplies are in the cabinet located to left of the stove.

SUNDAY MORNING SET-UP (BEFORE 10 A.M.):

- Pick up the bagels and/or the coffee cakes. Bring a lemon from home, and a gallon of fruit juice for the children's table.
- Set up two tables for the adults and one for the kids. Position the adults' table in line with the kitchen hatch to allow people access to the nametags located on the wall. (Be sure to wear yours!) Put the tablecloths on the tables.

- **Start the large coffee pot by 10:15 a.m. and make at least 40 cups of coffee. THE POT TAKES 1 HOUR TO PERK!** If it is a special Sunday with above-average attendance, make 60 or 80 cups. Use 3 cups of dry measure of coffee to make 40 cups (4 cups for 60 and 6 cups for 80). Use either the large coffee urn or the two smaller coffee urns (with black covers) for making coffee. Use the silver urn to heat water for tea. **DO NOT PLUG MORE THAN 1 POT INTO ANY ONE OUTLET!**
- Slice and cut the bagels and/or coffee cakes and place on platters. Slice or thinly wedge lemon. Distribute lemon, cream cheese, and jelly among several small serving bowls. Fill small pitchers with milk and/or half-and-half. Refresh or fill a basket with assorted teas and instant decaf.
- For the childrens' table: Set out a pitcher of fruit juice and a pile of paper cups, and pre-pour a dozen or so small paper cups. Spread cream cheese on some bagel portions and set out a small tray of these along with any other nut-free treat you may have brought or selected from the bin in the kitchen.
- For the adults' table: Arrange on the table the mugs, napkins, spoons or stirrers, milk and non-dairy creamer, sugar and artificial sweeteners, the bowls of lemon, jelly and cream cheese (with knives to spread). Around the hot water thermoses, place the basket of teas and instant decaf, together with lemon, milk and sweeteners.
- Go to church. Then slip out of church right after communion to finish set-up and serve.

SERVING:

- Use two of the white thermoses for hot water, use the remaining three for coffee. Watch to keep the thermoses full.
- Have fun! Please try to be especially welcoming to newcomers.

CLEAN-UP:

- Wash and put away everything that has been used. Wipe down the counters and tables thoroughly.
- Take the tablecloths home to wash and return them before the next week. If there are coffee stains on the tablecloths, pour very hot water on the stains before washing.
- **Please leave no perishable food behind.** Distribute the leftovers, or take them home with you. If you do decide to leave something in the refrigerator, please mark it with a date so the next coffee hour hosts know whether or not it is safe to serve.

Thank you for all you do for our St. Mary's community!