



## Christ Church Christiana Hundred Coffee Hour Instructions



### BEFORE SUNDAY:

- **Treats:** Purchase or make approximately 8 dozen cookies or other treats. You can also supplement with baked goods, fruit, crackers and cheese, etc.
  - **Be sure that there are NO NUTS in the cookies. We have a few parishioners with nut allergies. If something has nuts, please be sure it is labeled as such.**
- **Creamer:** Purchase 2 quarts (or 4 pints) of half-and-half.
- **Centerpiece:** A centerpiece is desirable and much appreciated but is not a necessity. It could be a vase of flowers, a basket of greens, or just a pretty plant. Don't worry about making it fancy; it is just a reminder to the parish that this is a nice occasion. (Or you can borrow a centerpiece from elsewhere in the Parish Hall, such as the reception desk upstairs.)
- **Setup:** It's best to have at least two people to help with setup and hosting.

### What the sextons do:

- In the large coffee machines, the sextons will make 2 pots of regular coffee and hot water. There will also be a separate coffee maker with decaf next to it.
- They set up three rectangular tables—two in the center of the room for coffee, hot water, the goodies, and the centerpiece and a children's table for juice and ice water off to the side. In addition, the sextons will set up 2-3 round tables and chairs.

### Equipment and supplies: (Note that all cupboards and drawers are well-marked.)

- **Large metal pitchers and thermoses** – in the cabinet next to and left of the double sink. The thermoses could also be on the cart in the kitchen.
- **Silver trays and plastic serving trays** – in the cabinet under counter with the microwave on it in the galley part of the kitchen (silver trays are optional)
- **Coffee fixings** – on the counter and also in a drawer under the counter labeled "Coffee Tray Supplies" (Extras are also in the large wood cabinets in the hall by the Green Show Closet.)
- **Sugar bowls** – top left drawer in the galley facing the main kitchen
- **Cups/napkins** – in the lower cabinets in the hall in front of the kitchen
- **Creamer pitchers** – in the overhead cabinet in the galley facing the main kitchen, all the way to the right (There should be two large white pitchers and several red ones.)

### SUNDAY MORNING – Prior to the 9 AM service (this should take about 25 minutes):

- Take your goodies, creamer, and centerpiece to the kitchen. Arrange the goodies on trays or plates as needed and put them on the tables.
- Set up TWO TRAYS with coffee fixings. Include on **EACH** tray:
  - One white pitcher for half-and-half
  - One sugar bowl filled with packets of regular sugar
  - One bowl with artificial sweeteners
  - One glass bowl with coffee stirrers (may be on the counter)
- Set up one bowl of tea bags.
- Put one coffee service tray on each end of the two tables in the center of the parish hall.
- Set out the paper coffee cups and cocktail napkins on the tables.
- Set out containers for used coffee stirrers, tea bags, and sugar packets (the oval dishes above the big sink work well).

- On the **Children's Table**:
  1. Set out one bottle of apple juice (in the kitchen refrigerator).
  2. Put one large metal pitcher for ice water.
  3. Put paper (or small plastic) cups on the table for the juice and ice water.
  4. You can also put a small tray of cookies on this table to make it easier for the children.  
(Please do not put anything with nuts on the Children's table.)

**When you go to church, sit up front and leave after Communion, then:**

- Fill labeled thermoses (airpots) with coffee, decaf coffee, and hot water. Use a large metal pitcher (under the coffer urns) to transfer the coffee and hot water from the urn to the thermoses. Be careful – the water and coffee are very hot.
  - Regular coffee: Fill 4 of the thermoses with regular coffee
  - Decaf: Fill 1 thermos with decaf
  - Hot water: Fill 1 thermos with hot water
- Place 2 coffee and 1 hot water thermos at one end of the table, and 2 regular and 1 decaf at the other end. Place a napkin under each to catch any drips.
- Fill 2 creamer pitchers with the half-and-half. (Use large white pitchers in the upper cabinets.)
- Arrange the goodies on trays or plates (lower cabinets in front).

**During Coffee Hour:**

- Refresh the coffee, hot water, creamer as needed. Keep tables clean during coffee hour.
  - The creamer can run out fast, so you may want to have a replacement ready.
- **Enjoy Coffee Hour!**

**After Coffee Hour:**

- Rinse thermoses, wash dishes, and put everything away. Those who linger at coffee hour are usually happy to help clean up. Don't hesitate to ask.

**Note:** If it is a special occasion such as baptism, confirmation, etc., the Parish Fellowship Ministry will assist you and supplement with a cake or other treats. You'll be told this in advance.

Coffee Hour is sponsored by the Parish Fellowship Ministry, and we want to THANK YOU for providing this very important ministry. You are helping Christ Church continue to be a friendly and hospitable place for newcomers and old comers alike!

**If you have any questions or problems on Sunday morning, please feel free to text Missy (302-743-2229) or Michael (302-299-2269).**

**Suggested Coffee Table Setup**



1. Regular Coffee
2. Decaf coffee
3. Hot water
4. Sugar
5. Artificial sweetener

6. Creamer
7. Coffee stirrers
8. Tea bags
9. Empty bowl for trash