

Instructions for Coffee Hour

1. Bring with you one gallon of milk. Everything else is provided in the pantry. A bakery delivers the bakery goods directly to the kitchen.
2. Slice the bagels in quarters; leave sides together so they don't dry out. Cut the donuts and pastries in half. And cut the crumb cake into squares. Arrange all on platters or plates (your choice), cover with a clean towel or napkin and place the baked goods on the food table. Take some cream cheese and the butter out of the fridge prior to services so they can warm up. The keys for the fridge and for freezer are located on little hooks just inside the pantry on the left.
3. Make the coffee. Coffee pots are located on carts in the pantry. Make about 36 cups of each kind, maybe less of decaf. You will find measuring cups in the third drawer down next to the sink by the coffee pots or in the cans. Directions for coffee are on the door. Start with cold water. Wet the basket prior to adding the coffee. Plug them in using the two single plugs in Fryer Hall. Make hot water for tea, use the small electric pot and plug it in using the power strip. Please also put out one or two pitchers of cold water or make a lemonade/kool-aid for the kids. You can fill these and leave in the fridge to chill along with the pitchers of milk for coffee.
4. Set the tables. Place the baskets of sugar, sweet and low, napkins, and tea bags and hot chocolate packets on the drink table, as well as some stirrers. Line an empty basket with a napkin and place one at each table for garbage. You may place a square tablecloth diagonally across each table, if you are so inclined. Put a "donations" can onto the food and drink tables. Put out stainless knives for butter and cream cheese. They are located behind the door in the kitchen. You will also need napkins on the food table.
5. Once the tables are set and the coffee made, go to church! You are also the oblations bearers. Go to the back of the church after the offertory plates pass. Please grab someone if you need help bringing up the gifts.
6. Leave the service after communion. Take the pitchers out of the fridge and place them on the table. Enjoy!
7. Clean up is not difficult. Wash all the pots, platters, utensils etc. and put away. Make sure the pots are cleaned well or they will not perk the next time they are used. Put all the baskets, clean pitchers, sugar containers, stirrers, etc. onto the cart in the pantry. Make sure the coffee pots go on the cart in the pantry. Pool the donations into one can and place in the microwave at the end of the pantry; someone will get it later in the week.
8. Call Laura if any supplies are low, 732 321-1335 **Thank you very much!!!**