

# St. Christopher's Coffee Hour Instructions

**Peanut Free Policy:** Please be advised that we are asking folks to provide a nut-free menu for coffee hour and all Church sponsored events. We need to keep our parish hall and kitchen nut-free, to the best of our abilities, as we have parishioners with severe allergies. To help with this, please be sure to read the foods labels, as many foods include nuts though they may not appear to. Thank you in advance for your cooperation in this matter. Please feel free to call Katie Gibbs with any questions you may have in the Church office (610) 642-0225.

## **Adult Food:**

Coffee cake, cookies, donuts, pound cake, cheese & crackers etc. Many hosts like to provide all or part of the food for coffee hour. However, the church does provide food and appreciates your hosting and cleaning up at the end of coffee hour.

## **Half & Half and Lemon:**

The coffee hour host provides the half & half and lemon (sliced for tea). One quart of half & half and a few lemons should be enough. Slice lemons for tea drinkers and fill several cream pitchers with half & half. The cream pitchers are in the white closet labeled "Coffee Hour" located at the end of the of the stainless steel counter to the right of the dishwasher.

## **Coffee, tea, juice, juice cups and napkins:**

The church provides the coffee, tea, sugar, artificial sweetener and juice (for children's table). The tea, sugar, sweeteners, hot chocolate, baskets, cream pitchers and small glass bowls are in the white "Coffee Hour" closet. Juice cartons/bottles are in the left side refrigerator at the far end of the kitchen (near the library/bathrooms). The napkins and cups are found in the coffee hour closet located in the hallway near the front reception office. Pitchers for juice and water are located on a shelf under the stainless steel counter to the left of the dishwasher. It is nice to offer a pitcher of water. Spoons are in the drawer to the left of the dishwasher. If we are in need of any supplies, please mark it in the book that is in the coffee hour closet in the kitchen.

## **NOTE: COFFEE URNS WILL BE FILLED AND SET UP IN THE PARISH HALL BY THE SEXTONS ALONG WITH TRAYS OF COFFEE MUGS.**

- Arrive by 9:15-9:30 AM.
- Sexton will plug in coffee at 10:00 AM.
- Set a pitcher of cream, basket of sugar/sweeteners and a cup of spoons next to each urn.
- Set a basket of tea bags & hot chocolate packets at the end of the table.
- Place a small glass bowl for trash and empty packets & a small bowl for spoons at the end of the table.
- Partially fill some cups of juice for the children's table or put out some juice boxes.
- Check that the coffee/water pots are brewing. Only one urn should be plugged into each outlet otherwise the fuse will blow.

## **Clean-Up:**

- Unplug the coffee urns. The sextons will take care of emptying and cleaning up the urns.
- Place extra food and cream containers/Ziploc bags. Store in the refrigerator.
- Put extra tea, hot chocolate sugar and baskets back in the "Coffee Hour" closet.
- Rinse the dishes and leave in dishwasher baskets. The sexton's will run the dishwasher.
- Wipe the kitchen counters.
- We kindly ask that you take home, launder, and bring back the table cloths used for coffee hour - we greatly appreciate this. If you are not able to take table cloths home and launder, you may place them in the hallway linen closet.
- Straighten up the chairs and tables.