

# 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 cabinet with the coffee mugs.

## **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. 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 to start the coffee. It takes approximately 1 hour to brew the coffee and heat the water for tea & hot chocolate.
- Set a pitcher of cream, basket of sugar/sweeteners and a cup of spoons next to each urn.
- Sextons will do the following:
  - 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.
- Juice boxes are in the fridge and should be put out for the children.
- Check that the coffee/water pots are brewing. Only one urn should be plugged into each outlet otherwise the fuse will blow.

## **Clean-Up:**

- Empty and clean 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 thoroughly and leave in dishwasher baskets. The sextons will run the dishwasher.
- Wipe the kitchen counters.
- Bring trash to dumpsters if time allows.
- 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.
- Note from sextons: If bathroom supplies run out, there is a box of supplies in the sextons office.