



COFFEE HOUR INSTRUCTIONS

BEFORE SUNDAY

Contact Ali in the church office to check on left-over half and half, cold beverages, and crackers or sweets (781-444-1469 or office @ccneedham.org). Often there are leftovers that can be used.

PROVIDE ON SUNDAY

On a typical Sunday, there will be around 40-45 people.

- 1 pint of half and half (if needed)
- 1 carton of either iced tea, lemonade, or half iced tea/half lemonade (if needed)
- Cheese and crackers
- 2 sweets: 1 baked good homemade or store-bought (eg. cookies, banana bread, mini muffins) AND
1 child-friendly munchie (eg. donut holes)
- 1 type of fruit, such as grapes or strawberries

ON SUNDAY BEFORE THE 10 AM SERVICE (NO LATER THAN 9:15)

- **PLEASE WEAR GLOVES WHEN SETTING UP AND SERVING! They are located in a box on the counter between the refrigerator and the sink.**
- See instructions for making coffee. **Plug coffee makers in just before the 10 am service begins.**
- **All the coffee hour supplies listed below are found in the upper cabinets to the right of the fridge:**
 - Set out sugar and sugar substitutes.
 - Set out "COFFEE" and "DECAF" signs.
 - Put out toothpicks.
 - Put out napkins and plates.
 - Put hot drink cups (also in the lower cabinets to the right of the fridge).
 - Cut baked goods into individual portions. Cut cheese and place on crackers.
 - Set out baked goods, cheese & crackers, and fruit on large trays and cover each tray with a napkin. Put out tongs for serving baked goods.
 - Fill 1 creamer with half and half and store in the fridge.
 - Put out cold drink cups on the far-left end of the table (also in the lower cabinets to the right of the fridge).

AT COFFEE HOUR

Leave the Main Sanctuary 10 minutes before the end of service (usually after communion). This allows enough time to complete the setup.

- Pour the regular coffee into the metal serving pitcher (located to the right of the sink near the percolator). Place pitcher on the table.
- Place decaf coffee carafe on table.
- Pour 4–5 cups of each regular and decaf coffee in advance. Pour more as needed.
- Pour 4–5 cold drinks in advance. Leave the container out for people to refill as needed.
- Serve for about 30 minutes.

CLEAN UP INSTRUCTIONS ARE ON THE BACK!!!



CLEANING UP — VERY IMPORTANT

- Wipe down tablecloths with spray cleaner or wipes (next to the kitchen sink). Be sure to check the floor for any dropped food.
- Leave half and half, lemonade, and iced tea in the fridge. Leave non-perishable baked goods and crackers in lidded Tupperware. Use the sharpie in the kitchen to label all left-over items left with the day's date.
- Take home fruit, cheese, and perishable baked goods (eg. banana bread, munchkins, mini muffins).
- Empty remaining coffee from percolator into pitchers and pour into the sink. Unplug the percolator. Wash and dry all parts and leave out to air dry completely.
- Empty decaf coffee pot and the grounds. Rinse all parts and leave to air dry completely.
- Empty water from electric tea kettle.
- Empty and wash half and half pitcher.
- Put away all the other items in the cabinets.
- **UNPLUG THE COFFEE MAKERS.**

Thank you!!!

Updated Sept 26, 2022