

# Saint John on the Mountain

## Coffee Hour Instructions

The directions for the coffee machine are posted above it. The coffee machine takes about five minutes to brew.

**Final Set-Up:** Bring the food and tea into the Parish Hall. Place the juice and cookies on the Children's Table.

**Clean Up:** We appreciate if any tablecloths and dishtowels that are used could be laundered and returned. Kindly wash all coffee equipment, platters, counters, etc., and return them to the cupboards. Also, the garbage from the Kitchen and Parish Hall needs to be brought down to the dumpster.

**The Church Provides:** (Supplies are found in the Kitchen or the Church Sacristy)

Milk and  $\frac{1}{2}$ & $\frac{1}{2}$  for the coffee (quart each)

Cups for Juice

Toothpicks

Cups for Coffee

Napkins, Plates

Children's Juice

Platters

Coffee

Stirrers

Tea

Spoons/Forks

Sweeteners

**Coffee Hour Host Provides:**

- Goodies for the Children's Table (donut holes, bagels, fruit, veggies, cookies, etc)  
HELP: Due to allergies, please have all food for the children's table be Peanut-Free!
- Goodies for the Adults
- Centerpiece, if desired

**Possible Ideas for Food:**

Coffee Cakes

Crudités

Mini-Muffins

Bagels and Cream Cheese

Cheese and Crackers

Cookies

Dips with Crackers

Donuts

Fruit

Brownies

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## Coffee and Tea Set Up

### **Coffee (make both a regular and decaf):**

1. Press Enable/On/Off button to preheat.
2. Wait for readout to indicate that water is hot.
3. Place paper filter in receptacle basket. Fill with 1½ cups of coffee.
4. Place metal carafe under drips (without pump insert).
5. Push Brew button.
6. After brewing, remove from machine and insert spout for pumping coffee.
7. Place 50 cups, sweeteners (sugar and sweeteners), stirrers, 2 white pitchers filled with milk and ½ & ½, and 2 small plates (one as a stirrer rest, one for the sweetener garbage) at the end of the table.
8. Bring the coffee urns out into Parish Hall.

### **Tea**

1. Put 2 tea bags into each of the 2 teapots.
2. Add hot water from the coffee machine (orange lever) to the pots before bringing them into the Parish Hall immediately before the service ends.
3. Place 2 wooden trivets at each end of the table for the teapots.  
The four trivets are found on the shelves above the coffee maker.
4. Place 20 cups and napkins at each end of the table, along with the sweeteners (sugar, sweeteners), stirrers, and 2 small plates (one as a stirrer rest and one for the sweetener garbage).

### **Children's Table:**

1. Place juice pitcher, 15 small cups, napkins, and goodies on a separate table.

### **Final Set Up:**

1. Approximately 10 minutes before the church service has concluded bring the food, coffee and tea into the Parish Hall.
2. Place the juice and food on the Children's Table. If you do it earlier than this it may be gone before Coffee Hour even begins!