



Coffee Hour Procedure



Coffee- will be pre-made by St. Paul's staff.

Centerpiece – Optional to bring a table decoration

Keys- Contact the Church office to get the kitchen keys.

Clean up- Hosts need to be sure to empty and clean the coffee makers. St Paul's staff will do final clean up of Narthex serving table.

1. Pick up donut holes by 8:30 AM

Knapp's Donuts 500 N. Main (downtown Rochester)

Receipt goes to Bookkeeper, Carol Hughes. Leave in her mailbox in workroom

2. Set-Up for Sunday School Classes & Money Counters

Sunday School Classes

Each class will pickup their donuts/juice

- Locate Plaid Accordion Folder (located in the cupboard above the coffee makers)
- White bags from the dated section. Bags are marked with instructions for donuts and juice for each Sunday school class.
- Using plastic gloves (found on top of the mixer) fill the bags with the indicated number of donuts.
- Get apple juice from refrigerator #3 and place with the bag of donuts along with cups and napkins for each class. (Make ½ bottles by pouring into pitcher for Narthex serving)
- Set on counter by serving window.

Money Counters

Deliver by **9:20** to the church office across from the restrooms

- 9 donut holes in assigned white bag
- Fill a white carafe with regular coffee
- 5 Styrofoam cups, sugar (regular & substitutes), creamer packets, napkins, and stirrers
- Place all on a tray

Trays are found in the lower cabinet to the left of the oven

3. Set-Up for Narthex

- **Fill** the pump coffee servers with hot water from the sink to pre-warm
- **Donuts 2 Trays**
White trays are found in the lower cabinet to the left of the oven
Cover each tray with a placemat found in the same cabinet
Using plastic gloves (found on top of the mixer) fill 2 trays of donuts, cover with the lid from the donut boxes.
- **Apple Juice**
Located in refrigerator #3
Fill 2 pitchers with apple juice. Refrigerate until transport time
Pitchers can be found in the overhead cabinet to the right of the window in the main part of the kitchen
Bring an additional apple juice to refill pitchers
- **Tablecloths** - 2 plastic tablecloths found in the pantry in the kitchen.
You will need the keys to unlock door.
- **Cups** - located in the boxes on the floor in the coffee room
coffee cups- bring about 200
juice cups- bring about 200
- **Sugar, creamers, stirrers, spoons & napkin**
All these items are located in the cupboard above the coffee makers unless otherwise noted
Sugar – fill 2 glass cups with loose sugar
Glass cups can be found in the cabinet by the serving window
Substitute Sugar packets - Fill 2 glass cups with a variety of each type
Creamers liquid packets- Fill two small baskets
Stirrers – Fill 2 glass holders
Spoons – obtain two metal spoons for the loose sugar from the cutlery cart in the dishwashing area
Napkins – bring enough for 200
- **Baskets** - Need 3 baskets
1 for donations (donation envelope is in accordion folder)
2 for sugar/creamer packet disposal, line with napkins
- **Signs**
In the cupboard above the coffee makers
Regular, Decaf, Hot tea signs should be on the servers
Donation sign
Host Group sign should be in accordion folder

4. Fill Coffee & Tea Servers at 9:15

- **Empty** the water from the servers
- **Fill** the Coffee Servers
2 Regular, 2 Decaf, 1 Tea (servers are marked)
Using step stools found behind door in dishwashing area position the servers under the coffee urn spout. You will need to position the urn so the spout is over the edge of the counter.
- **Tea-** Use **6 tea bags** in the tea server (marked Hot Water)
Steep for at least 5 minutes, and then remove bags
- **Put in pump spouts at that time**
- Fill white carafes with the extra coffee to refill the servers
- Unplug coffee makers

Narthex- 9:30- Transport items

A picture of the set up can be found in the cupboard over the coffee urns

2 long tables should already be placed outside the Sanctuary for you.

Cover with table cloths (rough side down) and set up as follows:

- 1. Juice** – two serving areas on each end of the table
- 2. Donuts** – place a tray of donuts at each end next to the juice
- 3. Hot beverage servers** – place two servers at each end next to the donuts (Regular and Decaf at each end, Tea on one side) a few napkins to catch drips
- 4. Cups/Sugar/Creamers/Stirrers** – place next to the serving urns
- 5. Disposal baskets** – place one next to each sugar/creamer set up.
- 6. Napkins** – place stacks next to each juice and coffee area
- 7. Donation basket** – place in center of both tables
- 8. Centerpiece/host sign** – Place behind donation basket
- 9. Trash Cans** – Should be located in the area but make sure they are positioned near the serving tables.

Serving 9:45



Please be in the Narthex to serve coffee to people who arrive before the 9 a.m. service has ended.

Encourage everyone to be quiet during the rest of the service

Juice- Fill some cups prior to the end of the service, refill and pour the juice as needed. Only fill cups half full.

Donuts – Self serve, please monitor children

Coffee- Fill some cups prior to the service ending to help speed up serving right after the service. Otherwise guests should serve themselves.



Clean-Up - Narthex

Begin clean-up by **10:45** or when the juice and donuts are gone.

- 1. Refill Servers**
- 2. Move items to one table, take one table cloth back to kitchen**
- 3. Items to leave for the 11:00 service**
 - One set of sugars/creamers/stirrers
 - A supply of cups and napkins
 - A tray of donuts (if any are left)
 - Appropriate signs for servers
 - A cart for the staff member who will clean up after 11:00 service
- 4. Take everything else back to the kitchen**
- 5. Take Donations to Money Counters**

Clean Up – Kitchen

Wash dishes in designated sink. Soap is under the sink.

Wash cloths & towels are in the drawers to the left of the food prep sinks.

Leave soiled towels on the washing machine. A staff member will wash them

- 1. Dump coffee grounds from coffee makers**
- 2. Rinse out coffee makers, remove stems, return to coffee area**
- 3. Wash lids and filters, return to coffee area**
- 4. Wash white carafes, Do Not submerge, return to coffee area**
- 5. Wipe down tablecloth and leave on a table to dry.**
- 6. Loose sugar- place back in the bulk container**
- 7. Wash sugar cup, spoons, pitchers, trays and return to appropriate cupboards**
- 8. Creamers – place back in bulk container**
- 9. Sugar substitutes & stirrers - can be put back in cupboard in their serving containers**
- 10. Signs – return to cupboard**
- 11. Fold and return table cloth to pantry, if dry**
- 12. Lock cabinets that you unlocked in kitchen area**
- 13. Turn out lights**
- 14. Leave keys in the kitchen for the staff member who does final cleaning.**

Additional Notes

Clean up after 11:00 Service - A Staff person will do the final clean up in the Narthex

Leftover Donuts – If there are excess donuts that won't likely be consumed place donuts in a large zip lock freezer bag (in coffee cupboard), label, and put in freezer #2

Recycle juice bottles-put in the containers by the washing machine

Supplies – The supplies in the cupboard are monitored and restocked as needed by a volunteer. If an item is in low supply in the cupboard, additional stock can be found in the pantry.

Host Staffing suggestion:

1 person to:

- Pick up donuts at 8:30 am
- Do Set up for Sunday School classes, Money Counters, Narthex
- Fill Servers
- Transport to Narthex
- Serve juice and coffee

1 person, arrive by 9:15 to:

- Fill Servers
- Deliver to Money Counters
- Transporting to Narthex
- Serve juice and coffee
- Clean up Narthex
- Clean up Kitchen

1 person, arrive by 10:45

- Refill urns and reset
- Clean up Narthex
- Clean up Kitchen

Thank you so much for your service to St Paul's!



May God bless you!