

## Coffee Hour Host Success Plan

We believe that providing relaxed fellowship around delicious food allows members, friends and guests the opportunity to make meaningful connections which will continue to build our warm community here at UCC Medfield.

New to hosting, don't worry, we can partner you with an experienced host😊

### **Serve Together**

Serve with family and friends, a Bible study group, Sunday school class, Foy small group or community group. Coffee hour attendance varies week to week. Plan to serve at least 100 adults and children.

### **Church Supplied Items**

The kitchen is stocked with the following supplies in marked cabinets:

Coffee  
Tea  
Sugar  
Cream  
Serving plates and utensils  
Paper plates  
Napkins  
Plastic ware  
Tablecloths  
Powder Lemonade  
Oreos – Allergy Free  
Gluten Free Package Cookies  
Crackers  
Plastic wrap/foil/storage bags

### **Menu Suggestions**

Plan to provide a plentiful amount of high quality delicious sweet and savory treats with something for everyone to enjoy! Homemade or store bought are appreciated.

**Please NO NUTS!** If an item does contain nuts, it is necessary to clearly label the food. Sample menus:

#### Sweet Menu

8 dozen cookies  
1 package oreos  
3 dozen mini-muffins  
4 breakfast breads

#### Sweet/Fruit Menu

6 dozen cookies  
1 package oreos  
3 breakfast breads  
3 lbs grapes  
2 lbs strawberries  
3 lbs apple slices

#### Sweet/Savory Menu

6 dozen cookies  
1 package oreos  
3 breakfast breads  
2 boxes crackers  
4 lbs cheese sliced  
sliced cucumber  
bag of baby carrots

Breakfast breads - banana, pumpkin, zucchini, lemon poppyseed or coffee cake  
Muffins – blueberry, banana, pumpkin, chocolate chip, cinnamon, cranberry  
Cookies – chocolate chip, sugar, oatmeal, snickerdoodle, brownies, lemon bars  
Cheese – cheddar, Havarti, swiss, Colby, Monterey Jack, pepper jack  
Crackers – Ritz, wheat thins, Triscuit

***Please feel free to be creative...these are just some crowd pleasers 😊***

### **Set Up Instructions**

***Arrive by 9:30*** to make coffee according to directions posted on the refrigerator.

Make lemonade and fill water pitchers then place in refrigerator to chill.

***Arrange and cover*** with cloths two long tables on wall under kitchen opening

***Arrange and cover*** with cloths two long tables in the center of the room

***Place*** coffee pots, hot beverage cups, napkins, sugar, cream, hot water, tea bags and stirrers together on long table under kitchen opening

***Place*** cold water pitcher, lemonade pitchers, cold cups on long table under kitchen window closer to the kitchen door

***Display*** food on serving plates along two long tables in the center of the room

### **Serving Suggestions**

***Leave worship 15 mins early*** to unwrap food, pour cold drinks

***Greet*** members, friends and guests with a warm welcome

***Replenish and consolidate*** food and drinks, keep serving tables clean

### **Clean up Instructions**

***Throw away or take home all left over food/drink*** – Plastic wrap and foil are available

***Wipe*** down tablecloths with cleaner and dry before folding

***Wash, dry and put away*** coffee pots, creamers, serving trays, pitchers

***\*If Senior High Fellowship is meeting Sunday night – leftover cookies can be wrapped, clearly labeled SHF and left on the counter.***

### **Wrap-up Communication**

***Email, call, text or leave a short note*** documenting the amount of food consumed.

We greatly appreciate your communicating your host experience!

### **Questions?**

We are so grateful for your willingness to serve in this important ministry! If you have any questions please call, text or email Tayne Quinn at 508-472-1556 or [taynequinn@gmail.com](mailto:taynequinn@gmail.com)

### **Thank you!**

Pastor Karen Munn

Margi Goetz

Laura Stanton

Tayne Quinn

