

## **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 service team. Coffee hour attendance varies week to week. Plan to serve at least 80 adults and children.

### **Set Up Instructions**

*Arrive between 9 and 9:30 depending on number of hosts.*

#### *Prepare beverages:*

**Regular coffee** - usually 30-40 cups (see instruction sheet).

**Decaf coffee** - 12 cups, using drip coffee maker with carafe located by the wall phone. Filters are in large drawer below coffee maker. Drip grounds for decaf are found in the lazy susan next to double sinks. Extra coffee is stored in the cabinets labeled Coffee Hour under the long blue counters in Fellowship Hall.

**Tea** – boil water in kettle and fill red carafe labelled Hot Water (located in cabinet above and to the right of the double sinks). Tea bags are located in the lazy susan next to the double sinks.

**Ice water** – prepare 3 pitchers

**Lemonade** – prepare 3-4 pitchers of lemonade. Pitchers are in the cabinets above the double sinks. Lemonade is in the lazy susan next to the double sinks. Prepare according to package directions. Pitchers are almost 2 quarts.

Add ice.

*Arrange* and cover with cloths two long tables on wall under kitchen pass through window and two long tables in the center of the room. Tablecloths are located in drawers under the long blue cabinets in Fellowship Hall.

*Arrange* food on serving plates.

*Place* coffee urn, hot beverage cups, napkins, sugar, hot water, tea bags and stirrers on long table under kitchen pass through window. Place cold water cups on tables to the right of hot beverages. Hot and cold cups and napkins are located in the pantry in Fellowship Hall. Stirrers, pitchers for cream, and sugar are in the corner cabinet

above the lazy susan. **Remember to plug in coffee urn and start decaf before leaving for service!**

### **Serving Suggestions**

*Leave worship approximately 10 minutes* to unwrap food and place on tables in the center of the room; place decaf carafe and half and half on hot beverage table; place pitchers on beverage tables; pour some of the water and lemonade into cups.

*Gluten Free and Vegan food* should be placed near the lemonade and water with signs indicating that they are gluten free or vegan. These items are stored in the cabinets labeled Coffee Hour under the long blue counters in Fellowship Hall.

*Greet* members, friends and guest with a warm welcome!

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

### **Clean Up Instructions**

*\*Take home, leave packaged for SHYF if they are meeting Sunday night or throw away all leftover food/drink* - plastic wrap and foil are available in labeled drawers in the kitchen island.

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

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

### **Wrap-up Communications**

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

We greatly appreciate you sharing your experience to better equip others.

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    Margi Goetz    Laura Stanton    Tayne Quinn

## What to Serve, What to Bring

### Church Supplied Items

The kitchen is supplied with the following supplies:

Coffee

Tea

Sugar

Half and Half

Serving plates and utensils

Paper plates

Napkins

Plastic ware

Tablecloths

Powdered Lemonade

Oreos- dairy free

Gluten Free Package Cookies

Vegan Snack option

Crackers

Cheese (usually)

Plastic wrap/foil/storage bags

**Menu Suggestions – In an effort to create a safe and welcoming fellowship experience for everyone, Coffee Hour is now NUT FREE. Thank you for your understanding!**

**Both sweet and savory items are enjoyed! Sample menus:**

Sweet Menu	Sweet/Fruit Menu	Sweet/Savory Menu
8 dozen cookies	6 dozen cookies	6 dozen cookies
1 package oreos	1 package oreos	1 package oreos
3 dozen mini-muffins	3 breakfast breads	3 breakfast breads
4 breakfast breads	3 lbs. grapes	2 boxes crackers
	2 lbs. strawberries	2 lbs. cheese sliced
	3 lbs. apple slices	sliced cucumber
		Bag of baby crackers

You will find cheese in the fridge and crackers, Oreos and allergy free items in cabinets located under the long blue counters in Fellowship Hall.

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

## **Brewing Regular Coffee for a Crowd**

(Use urn located under the island, across from the stove. Bags of coffee are located in the lazy susan next to the double sink. Extra coffee is stored in the cabinets labeled Coffee Hour under blue counters in Fellowship Hall.)

**25 servings, use 2 cups**

**30 servings, use 2.5 cups + 2 Tbl**

**40 servings, use 3.5 cups**

- 1. Fill urn with cold water to level desired.**
- 2. Insert stem (rod that holds the basket) into base of urn.  
Check that it fits snugly!**
- 3. Add coffee grounds evenly in basket.**
- 4. Place basket on stem and add top to basket.**
- 5. Place lid on top and turn to lock in place.**
- 6. Plug in to turn on. Be sure you hear it start to percolate before you leave for the service. ☺**
- 10.Green light on = coffee is brewed!**

## **Brewing Decaf Coffee**

- 1. Use new Drip Coffee maker located by the phone.**
- 2. Use carafe to fill water well in coffee maker to 12 cups.**
- 3. Place filter in basket and add 1 heaping cup of decaf coffee grounds for drip coffee. (filters in 2<sup>nd</sup> drawer down)**
- 4. Place carafe with lid locked in place on hot plate.**
- 5. Coffee brews directly into the carafe with lid on. Plug in and hit start button.**

