

CUC's SUNDAY COFFEE HOUR

HOSTS: _____ DATE: _____

Supplies to Purchase

- 1 gallon milk
- 2 gallons juice
- Approximately 200 cookies/treats

Coffee hour hosts supply approximately 200 small items, most often a mix of store-bought and/or homemade cookies, but feel free to branch out into other types of treats. Although many congregants like a sweet treat with their coffee, many welcome other choices, including more natural, whole-grain and low or no sugar treats. Rest assured that no matter what you bring, those at coffee hour will appreciate your hospitality!

Here are some coffee hour possibilities:

Cookies	Small watermelon or melon wedges	Rice cakes
Tortilla or vegetable chips	Deviled eggs	Peach or nectarine wedges
Tea bread slices	Edemame or sugar snap peas	Pretzels
Matzah	Hard boiled eggs	Apple or pear wedges
Mini muffins	Spears of fresh vegetables (celery,	Biscotti
Pita bread	cucumber, zucchini, carrots)	Bananas halved crosswise still in their
Mini bagels (with or without spreads)	Cheese cubes	skins
Bread sticks	Crackers	
Graham crackers	Orange wedges or clementines	

Special Reminders

- By Sunday morning the urns, mugs and glasses are set up in the fireside area.
- Except for the plates for serving your treats, all coffee hour supplies can be found in the coffee carts. The plates for serving are stored in the kitchen pantry, left side.
- The trays with napkins, stirrers and sweeteners are already set up by the custodian and can be found in the carts. The trays just need to be placed on the fireside serving tables.
- After coffee hour, **do not disassemble tray supplies. Do not place tray items in the pantry or other kitchen cabinets.** Everything but the serving plates go back into the carts.
- Tables are covered with clean tablecloths. At the end of the coffee hour the host is **responsible for laundering the tablecloths** and returning them to the church at your earliest convenience.

Sunday Morning Check List

AT 9:45 AM COFFEE & HOT WATER URNS ARE ON CARTS IN FIRESIDE AREA. Coffee urns are to the left of the fireplace; hot water is to the right. **If they have not been plugged in and turned on, please do so.**

- Put treats on plates (found in kitchen cupboard); place on tables in fireside area
- Remove trays from cart and place one on each table
- Place some plastic cups (found in top cabinet, on left side) on table for use by children
- Pour juice into pitchers (plastic, found stored in coffee urn cart); place on tables in fireside area
- Pour milk into small pitchers (glass, found stored in coffee urn cart); place on tables in fireside area
- Ask people to help after service (2-3 per table is best)

DURING FINAL HYMN (not before, please)

- Pour coffee into silver carafes found on shelves in coffee urn cart (3 regular, 3 decaf – orange tie on handle); place on tables
- Pour hot water into tea pots; place on tables
- Roll cart with bins for dirty mugs, glasses from kitchen to FA (place on right side of door as you enter Sanc.)

AT 12PM NOON (not before, please)

- Encourage congregants to put dirty mugs & glasses in the plastic dark bins in the dollies.
- Throw away paper goods
- Rinse tea pots
- Place trays of leftover sweeteners, napkins, etc. back into the carts and wheel into kitchen; **DO NOT put these items in the kitchen cabinets - the carts are used for storing them**
- Please leave kitchen clean

Thank You!