

CHRIST CHURCH CHRISTIANA HUNDRED

Coffee & Community Instructions & Helpful Hints

BEFORE SUNDAY:

- **Treats:** Purchase or make approximately 5 dozen cookies or other treats. You can also supplement with store-bought baked goods, fruit, crackers and cheese, etc.
 - **Be sure that there are NO NUTS in the cookies. We have a few parishioners with nut allergies. If something has nuts, please be sure it is labeled as such.**
- **Creamer:** Purchase two quarts (or four pints) of half-and-half.
- **Centerpiece:** Centerpieces are provided and are located in the “Coffee Hour Supplies” closet. This closet is directly across from the Green Show storage in the hallway next to the kitchen. (Or you can borrow a centerpiece from elsewhere in the building, such as the reception desk upstairs.)
- **Setup:** It’s best to have at least two people to help with setup and hosting, though it is not necessary.

What the sextons do:

- In the large coffee machines, the sextons will make two pots of regular coffee and hot water. There will also be a separate coffee maker with decaf.
- They set up three long tables—two in the center of the room for coffee, hot water, the goodies, and the centerpiece and a children’s table for juice and ice water off to the side. In addition, the sextons may set up two round tables and chairs and a few high-top tables.

Equipment and supplies: (Note that all cupboards and drawers are well marked.)

- **Coffee thermoses (airpots)** – These will be out on the counter, labeled for their contents.
- **Coffee fixings** – These should be in the drawer marked Coffee Hour at the counter, in baskets containing sugar packets, Splenda, and Equal.
- **Cups, napkins, small plastic plates** – in the lower cabinets in the hall in front of the kitchen
- **Creamer pitchers** – in the overhead cabinet in the galley facing the main kitchen, all the way to the right (two large white pitchers).

SUNDAY MORNING (about 9 AM):

- Take your goodies, creamer, and centerpiece to the kitchen. Arrange the goodies on trays or plates as needed and put them on the tables.
- Set up coffee fixings. Include on **EACH** end of the table:
 - One white pitcher for half-and-half
 - One sugar bowl filled with packets of regular sugar
 - One bowl with artificial sweeteners
 - One glass bowl with coffee stirrers (may be on the counter)
- Set up one bowl of tea bags.
- Set out the paper coffee cups and cocktail napkins on the tables.
- Set out containers for discarded coffee stirrers, tea bags, and sugar packets (the oval dishes above the big sink work well).
- On the **Children’s Table:**
 - Set out one bottle of apple juice (in the kitchen refrigerator).
 - Put one large metal pitcher for ice water.
 - Put paper (or small plastic) cups on the table for the juice and ice water and fill about 10 cups for the smaller children.
 - Put a small tray of cookies on this table to make it easier for the children. (**Please do not put anything with nuts on the children’s table.**)

- Fill labeled thermoses (airpots) with coffee, decaf coffee, and hot water. Use a large metal pitcher (under the coffer urns) to transfer the coffee and hot water from the urn to the thermoses. Be careful—the water and coffee are very hot.
 - Regular coffee: Fill four of the thermoses with regular coffee
 - Decaf: Fill one thermos with decaf
 - Hot water: Fill one thermos with hot water
- Place two coffee and one hot water thermos at one end of the table, and two regular and one decaf at the other end. Place a napkin under each to catch any drips.
- Fill two creamer pitchers with the half-and-half. (Use large white pitchers in the upper cabinets.)

During Coffee & Community:

- Refresh the coffee, hot water, creamer as needed. Keep tables clean during coffee hour.
 - The creamer can run out fast, so you may want to have a replacement ready.
- **Enjoy Coffee & Community!**

After Coffee & Community (about 10:30 AM):

- Rinse thermoses, wash dishes, and put everything away. Those who linger at Coffee & Community are usually happy to help clean up. Don't hesitate to ask.

Note: If it is a special occasion such as baptism, confirmation, etc., the Parish Fellowship Ministry will assist you and supplement with a cake or other treats. You'll be told this in advance.

Coffee & Community is sponsored by the Parish Fellowship Ministry, and we want to THANK YOU for providing this very important ministry. You are helping Christ Church continue to be a friendly and hospitable place for newcomers and old comers alike!

If you have any questions or problems on Sunday morning, please feel free to text Missy (302-743-2229) or Michael (302-299-2269).

Suggested Coffee Table Setup



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| 1. Regular Coffee | 6. Creamer |
| 2. Decaf coffee | 7. Coffee stirrers |
| 3. Hot water | 8. Tea bags |
| 4. Sugar | 9. Empty bowl for trash |
| 5. Artificial sweetener | |