

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 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.**
- **Centerpiece:** Centerpieces are provided and are in the “Coffee Hour” cabinet. This is a lower cabinet in the kitchen as you enter on the right. It is marked. (Or you can borrow a centerpiece from elsewhere in the building, such as the reception desk upstairs.)
- **Setup:** It’s best to have 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. The sextons may also set up two round tables and chairs and a few high-top tables.
- Usually, they will put out the coffee, decaf, and hot water in the air pots.

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

- **Coffee thermoses (air pots)** – These will be out on the counter, labeled for their contents. Usually, the sextons will put them out on the tables for you.
- **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) above the Coffee Hour supplies cabinet. Half & Half is in the kitchen fridge.

SUNDAY MORNING (this should take about 25 minutes):

- Take your goodies, creamer, and centerpiece to the kitchen.
- Set up coffee fixings. Include on **EACH** end of the table:
 - One white pitcher for Half & Half
 - One container filled with packets of regular sugar
 - One container with artificial sweeteners
 - One glass with coffee stirrers (may be on the counter)
- Set up one container 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 (air pots) with coffee, decaf coffee, and hot water (often done for you by the sextons). Use a large metal pitcher (under the coffee 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 & 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 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 | |