

Coffee Hour Instructions:

Please greet people and make them feel welcome/comfortable! Each week, please communicate with each other, to ensure we have enough bakery/treats for both services. Everyone should help contribute with bringing or buying treats on your assigned week. Please try to avoid red frosting, red juices and powdered sugar (they are very hard to get out of the carpet). Please note extra supplies are in the closet next to the serving area. If you should run low on something, please contact the office so we can be sure to order more.

Early Service -

- Arrive at 7:15 (on choir weeks 7:00am) to allow enough time to start and make enough coffee to fill 2 regular and 1 decaf servers/ coffee containers (black and silver coffee containers)
- Please also fill 2 more regular coffee in the back up containers.
- Once all coffee servers/containers are filled, keep brewing coffee in the glass coffee carafes/pots to ensure back up coffee is ready before you go into service.
- Fill and turn on white hot pot to heat up water. While water is heating, pour 3 scoops of hot chocolate mix into pitcher. (Once water is hot pour hot water into the pitcher, and dump pitcher into silver air pot.)
- Refill the hot pot for hot water for anyone who might like tea.
- In warmer weather make lemonade instead of hot chocolate (3 scoops lemonade per pitcher) Pour lemonade into small plastic cups.
- Set out the signs by appropriate carafes indicating regular, decaf, and hot water.
- Set out the creamer, sugar, stir sticks, basket of tea choices.
- Arrange baked goods and treats on serving trays and place on counter with piles of napkins. (no plates needed unless there is cake)
- Put out kids treats. (typically the small plastic cups work best for treats)
- The host/hostess should use their best discretion if any bakery needs to be set aside for after the late service.
- Be sure to monitor the coffee and hot water levels and continue to brew additional pots and add to carafes as needed.
- Load dishwasher with used coffee mugs.
- If you are running low on any supplies, please let the office know.

Late Service -

- Arrive around 9:30-9:45 to relieve the early service team.
- Monitor/restock the coffee carafes and kids treats.
- If there is Sunday School, it is done at 10:15 and the bakery/treats will be hit hard. Be prepared, by having juice/lemonade pre-poured.
- After the 10:30 service, after most people have left the building, clean up the coffee serving area.

- If any leftover bakery or treats place in the refrigerator, and please leave the office a message. (644-6003)
- Dump out carafes and rinse with warm water. Turn upside down on a towel on the counter to dry. Do not put lids on so that the carafes can air dry.
- Dump any hot water in hot pot and unplug.
- Wash up any serving trays and place back in cupboard.
- Be sure to wipe down the counter tops.
- Check around in the gathering area and fireplace room for any used/dirty coffee mugs or garbage that might be laying around.
- Load dishwasher with dirty coffee mugs and rinse out collection tub. Turn the dishwasher on. (Tablets are under the cupboard next to the dishwasher.)
- If there is extra dirty mugs, someone will come to finish dishes on Monday.
- Turn all lights off in gathering area. (if no people are lingering there)
- If you are running low on any supplies, please let the office know.

Kids Treats -

We have a list of volunteers that will bring in extra kids treats. The kids favorites are Goldfish & Teddy Grams. For serving purposes the big boxes of snacks are incredibly helpful versus smaller or individual snack packages. Each Sunday, the coffee hour servers should pour kids snacks into little plastic cups for the kids to grab and nibble on.

Summer Schedule Notes & Changes -

Please note From Memorial Day thru Labor Day weekends, St. Luke goes down to one Sunday service at 9am. (We do NOT serve coffee at the Midweek summer Wednesday night 6:30pm services). During the summer, please arrive by 8:15am, and please do both early and late service duties on your assigned week(s). Thank you!

If you have any questions, please do not hesitate to contact Shelly Schulteis @ (262) 305-0918. Thank you again for volunteering to help the Coffee Corner Ministry!

Thank you for your help!