

### Directions for Serving at Coffee Hour

Thank you for sharing this important ministry of fellowship at Grace Church. It makes everyone feel so much more welcome and at home, especially newcomers and visitors! The Troop is invited to stay for the service.

If you need any assistance or have any questions, call Kathy Bartus (434-9482) or Gunlog Millet (388-9392). If you need to change your date please switch with someone else on the list, and then notify Chris Hellier, church secretary, at 388-0895.

1. An adult should arrive at church around 9:15 a.m. The tables are normally setup in Merrill Hall.
2. Coffee should be made in one of the large pots: make at least 75 cups using 2 full 11 oz. cans of coffee. (Most cans are 13 oz. so leave a little in the can.) It takes a good hour to perk, so plug it in by 9:45 a.m. Use the outlet below the flap which opens into the parish hall outside the kitchen. The smaller pot should be plain water, for hot chocolate or tea. Plug that pot in the kitchen so a circuit doesn't overload and POP. After the coffee has been started the adult does not need to stay.
3. Paper products are in the marked cabinet near the double doors. Serving pitchers and sugar are over the small sink. Place items on the two serving tables as you wish.
4. Scouts should arrive anywhere between 11 a.m. and 11:15 a.m.
5. Please provide milk or cream for coffee, juice for the children and some snacks or baked goods. Other suggestions include: popcorn, fruit, bagels, muffins, etc. If you could provide the coffee that would be appreciated. Sugar, and sweetener, tea and hot chocolate are usually available. Our ministry includes cleanup. Please leave the area as you found it (hopefully clean).
6. If you wish to leave any non-perishable items for the following week PLEASE label with date opened. Or freeze, if that will work better.
7. Empty garbage cans to outside trash and replace bags.
8. If necessary, please shake/wipe up table cloths and sweep crumbs off floor. (Feeding the mice and ants is not part of the ministry.)
9. **Before leaving make sure Troop flags have been put away and that all lights downstairs are off, i.e. undercroft, bathrooms, nursery, and hallway, etc.**

Once again THANK YOU!!!