St. John the Baptist
Guidelines for Hosting Coffee Hour
Simplified Hosting during Lent

Contribute to the needs of the saints, practice hospitality. – Romans 12:13

Thank you for serving the parish by volunteering to host coffee hour. Please plan to arrive at least 20 minutes before Mass to set up the serving tables and turn on the coffee machine. If you have questions or need help, Leslie Altena is available by email or cell during the week (267-992-1573 or coffeecoord@gmail.com). Lisa Livezey and/or others will usually be in the kitchen on Sunday morning before Mass to help you find things in the kitchen. Lisa is also responsible for announcements.

Simplified Menu. Lisa Livezey is already bringing plenty of Panera, and volunteers are bringing beverages each week. What you bring is a supplement to this. We suggest that you choose one item from the following categories:

1. Fruit
2. Cream cheese for the Panera bagels
3. Protein of some sort - this could be cheese/crackers, hard-boiled eggs, etc.

Supplies and Set up. Serving dishes are available in the white cabinets in the kitchen to your immediate right as you enter, and serving spoons are on the open wire shelves. We store paper plates, cups, spoons, etc. in the white cupboards closest to the AA room door. The shelves are all labeled.

Supplies should already be in place on the serving tables when you come in. Food is served on the table outside the kitchen pass through and on the serving table in front of the refrigerators. Place hot beverages on the table near the electrical outlet (for the coffee machine). Kids food and drink goes on the table at the foot of the cross to the left of the refrigerators.

All tables should be covered with tablecloths. When coffee hour is over, please replenish the supplies and leave the tables set up for the next person as shown in the photos below.
**Hot beverage table.** Sugar, teabags, coffee stirrers, styrofoam cups and K-cups should already be in place on the hot beverages table.

All of these supplies are in the white cabinets against the wall leading to the AA room. Extra K-cups (shown in the pink and green baskets above) are kept on the bottom shelf of these white cabinets, and styrofoam cups are also on the bottom shelf, with extras in a large box on top of the white cabinets. Extra sugar and artificial sweeteners are on the top shelves of the cabinets.

**Hot Food Table.** Paper plates and plasticware should already be set up on the table immediately in front of the pass through from the kitchen, as shown below:

More plasticware is on the bottom shelf of the cabinet closest to the AA room, and the plates are on a middle shelf in the other cabinet.

**Cold Beverage Table and Overflow.** The second serving table in front of the refrigerators has the cold beverage cups for orange juice, milk and ice tea.
**Kids Snack Table.** The kids bring special snacks. Their snack table is to the left of the refrigerators, below the cross. The kids help Beth set their food up when she gets in, but the table should have, in advance, the hot water pot and box of hot chocolate mix, styrofoam cups and spoons, as shown. Supplies are in the white cabinets.

**Clean up.** After Coffee Hour is finished, please shake crumbs out of the tablecloths. Remove any dirty tablecloths and place them in the laundry basket in the kitchen below the microwave. Please spread fresh tablecloths wherever needed; these are stored in the shelves next to the white supply cabinets. You do not have to sweep the floor or take out the trash in the CH room: the cleaning volunteer does these things.
Please clean up the kitchen and empty the kitchen trash cans. The bags for the kitchen cans are in the cleaning supply closet, which is a white cabinet to the left of the double sink. Trash goes in the bins across from the CH room.

**Sign up.** To make scheduling easy, you no longer need a password to sign up online: just click [here](#).

Thank you for being willing to host coffee hour. If you have any questions, suggestions, or if you notice we are missing a needed item in the kitchen, please contact Leslie Altena.