

TRINITY CHURCH SUNDAY MORNING COFFEE HOUR GUIDELINES

As a Hosts of Coffee Hour in McArthur Hall following the 9:30 AM (9:00 in summer) worship service, this is what you need to know:

In cooler months (October – May) you should bring two quarts of Half & Half and finger foods such as fruit, cheese, cookies, crackers etc for 80 – 100 people. If you bring cake, please bring small plates and forks as these may not always be in the kitchen pantry. If someone else is donating a cake for a special occasion, we will try to apprise you in advance. In summer, bring the goodies and a couple of 1/2 gallons each of bottled ice tea and lemonade (or make up from mixes in the pantry and chill with ice).

Trinity Church provides regular and decaf coffee, tea bags, sugar, sweeteners, stirrers, napkins and hot and cold beverage cups – located in the kitchen pantry on shelves near the light switch. The sexton will prepare the coffee urns on a rolling cart which you take to the tables set up in McArthur Hall. Plug in and turn on the urns before the service. A small saucer under each spout will catch drips. Leave church after communion to heat water in a kettle and make a pot of tea (with 6 tea bags) in the large ceramic pot.

Put out mugs and supplies before the service and food, etc. afterward. You may use Trinity Coffee Mugs from the Kitchen or disposable cups. If using the mugs, please plan to clean them which, requires removing all stains and then sterilizing in the dishwasher. There are instructions on the wall as you enter the kitchen near the dishwasher or if you need assistance to run the dishwasher, ask some long-time members to help you. Empty and wash out the coffee urns but take care with the hot liquid. Leave upside down to drain.

Tablecloths are in the metal locker in the pantry. You may launder and return them if you can do so within a week; otherwise, leave used linens in the large cloth bag near the metal locker (laundry angels will wash them). You may put out a small basket for free-will donations – please take the money to the Counters in the Rectory or turn in to the Office. Turn off lights and close doors as needed.

Thank You!