



## Community Unitarian Universalist Congregation at White Plains

### SUNDAY COFFEE HOUR INSTRUCTIONS

*Coffee hour hosts are asked to supply about 200 small items, which may be store-bought or homemade or both. You may include gluten-free and sugar-free snacks, if desired. Feel free to keep it simple. Rest assured that no matter what you bring, others will appreciate your hospitality!*

#### **SUPPLIES TO PURCHASE**

(A few days before hosting, you may want to check what's left over in the CUUC refrigerator.)

- 1 gallon milk
- 3 half-gallons of juice
- Approximately 200 treats, such as:
  - Cookies of all kinds, graham crackers, various chips
  - Pretzels and popcorn (gluten-free are available)
  - Apple slices
  - Vegetable chips and cut-up vegetables
  - Cheese and crackers

#### **SPECIAL REMINDERS**

- **At 9:45am, check that the coffee & hot water urns in fireside area have been plugged in and turned on.** Coffee urns are to the left of the fireplace and hot water is to the right.
- Except for mugs, cups, and serving plates for your treats, all coffee hour supplies can be found in the carts under the coffee urns.
- Hosts are asked to take home and launder any dirty tablecloths afterward, if possible, and return them by or before the following Sunday. Clean tablecloths may be left on the entryway table.

#### **SUNDAY MORNING CHECKLIST**

- Put treats on plates (found in Kitchen lower cupboards to the right of the small refrigerator). You may label plates with gluten-free or sugar-free treats, if included. Place plates on tables in Fireside Area and cover with napkins.
- Roll the stacked trays of mugs and cups (found under the counter to the left of the dishwasher) from the Kitchen into the Fireside Area.
- Place trays of sweeteners, stirrers, and napkins (found on coffee urn carts) on each table.
- Pour juice into plastic pitchers (found on coffee urn carts) and place on tables.
- Pour milk into small glass or metal pitchers (on coffee urn carts) and place on tables, 2 per table.
- Ask people to help after service (2 per table is best), if necessary. There are always willing hands!

#### **DURING FINAL HYMN (not before, please)**

- Pour coffee into silver carafes (found on coffee urn carts), 3 regular, 3 decaf (marked with blue tape on the handle) and place on tables.
- Pour hot water into teapots and place on tables.
- Uncover plates containing snacks.
- Roll the cleanup cart of black plastic bins from the Kitchen to the Fireside Area. Place cart on the left as you enter the Sanctuary.

#### **AT 12:00pm NOON (not before, please)**

- Encourage congregants to put dirty mugs, cups, and glasses in the plastic bins of the cleanup cart.
- Place trays of leftover sweeteners, napkins, etc., back into the carts. You do not need to put these items away in the Kitchen – they are stored in the carts.
- Throw away paper goods, or place in the green COMPOST bin in the Kitchen. Do NOT put used paper products in the blue paper recycle bin.
- Rinse teapots, coffee carafes, juice, and milk pitchers, and leave by Kitchen sink. Staff will clean.
- Place extra milk, juice, or treats in Kitchen refrigerator or bring home.
- Take home any dirty tablecloths to launder and return by or before the following Sunday.
- Leave Kitchen tidy.

**Thank You!**