

COFFEE HOUR GUIDELINES

PLEASE PROVIDE SNACKS FOR ABOUT 30, and please bring at least one snack that is dairy-free and gluten-free (fruit is a great choice.)

COFFEE IS USUALLY ALREADY MADE. If not, follow instructions hanging on the wall to the left of the sink: Brew one carafe of Regular and one of Decaf.

FILL THE HOT WATER CARAFE (labeled) – instant hot water is dispensed by the small red-handled spigot on the top left side of the Bunn coffee maker. Please be careful – ask for a helping hand if needed.

FILL THE BIG DRINKING WATER DISPENSER – partially is fine. There is a Britta filter on the counter, or tap water is okay. Replenish cups if needed.

COFFEE HOUR ITEMS ARE FOUND in the cupboard under the pass-through window: Bulk nondairy creamer, bulk sugar, stir sticks, tea bags, hot cocoa packets, etc. You are welcome to bring half & half or other refrigerated creamer.

- Top off the nondairy powdered creamer; put in a clean spoon.
- Check fridge for labeled creamer; put out if available.
- Top off the sugar bowl; put in a clean spoon.
- Top off the stir sticks.
- Check/replenish basket of tea bags
- Check/replenish hot chocolate

PAPER NAPKINS AND PLATES are found in a cupboard underneath the counter. Feel free to put out china plates if you prefer.

If needed, **LEFTOVER BAKERY ITEMS** can be found in the freezer (feel free to put yours there.)

AFTER COFFEE HOUR, please put **DISHES INTO THE DISHWASHER(S)** marked DIRTY. (If you empty a dishwasher you have our undying gratitude. Add soap, choose cycle, press start, close the door. **Switch the magnets from DIRTY to CLEAN once the dishwasher starts.**

ZIPLOCS and **PLASTIC WRAP** are under the island facing the sink. Leftover treats can go in the freezer; leftover cream should be labeled for coffee hour.

Put **COFFEE GROUNDS** in the small canister marked **COMPOST** near the door, Rinse the carafes and leave in drainboard to dry. Wipe off counters if needed.

YOU ARE APPRECIATED! Please know that you are contributing to a sense of community and belonging that is vital to this parish. **MANY THANKS!!**