

**COFFEE HOUR – ST. PAUL’S IVY**  
**(After the 10:30 am service)**

**Before Church**

Plug in coffee maker (takes 45 minutes to brew).

We have 2 Hamilton Beach 40 cup coffee makers. Coffee measurements are posted on the cabinet above the coffeemaker.

“Open” coffee is under the counter where you serve the coffee or in the freezer.

Fill silver sugar bowl in upper cupboard.

Put St. Paul ceramic mugs on the counter (in kitchen cabinets along inside wall).

Make 2-3 pitchers of lemonade. You may need to make 4-5 pitchers if the weather is very hot. Glass pitchers are in the lower cupboard under the counter. Powdered lemonade under the counter with coffee and cups.

Fill teakettle (for reserve) and place on low heat if desired.

*[Make sure electric tea kettle and microwave are not plugged in to the same circuit. It will cause the circuit to break. **If the circuit does break, first press the reset button on the wall switch plate (GFI).** If the circuit is still out the circuit breaker box that controls that circuit is in the sexton’s closet which is the first door, just before the men’s room off the back of the parish hall.]*

**Leave service in time to allow 10-15 minutes in kitchen**

Pour lemonade in cups and make one more pitcher.

Fill silver cream pitcher (**bring 1 qt. cream or milk**).

Bring 12 to 14 dozen cookies. Put them on plates.

Place several spoons on saucer and start filling some coffee mugs.

*Please set up 8-10 chairs for those who might need to sit.*

**After coffee hour Clean Up:**

Place clean dishes in drainer.

Dry silver and return it to drawers and cabinets.

Unplug and wash coffee makers.

Please put the coffee grinds in the trash can and rinse out the coffee maker. Be careful because it can be quite hot!

Please be sure the coffee mugs are put in the dishwasher.

Please **turn out the lights** in the kitchen when you leave. If you are last to leave the Parish Hall please turn those lights off as well.

**Please be sure Parish Hall doors are closed when you leave. Sometimes these doors can be left propped open. Even if people are still socializing, you should still close these doors.**

**Thank you for your hospitality!**