

2 Corinthians 13:14 The grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with you all.

Instructions for hosting Coffee hour/Cover Dish

Thank you for hosting the Coffee Hour / Cover Dish.

It's wonderful when a Community can come together for fellowship.

The Coffee Hour is a simple social gathering, not a meal.

Please keep it simple and easy... Here's some suggestions for food:

- One savory item (bagels, rolls, zaatar pies...)
- One sweet item (cake, cookies, pastries...)
- One fruit item.

For Beverages:

- Half Gallon of Milk.
- 2 Quarts of Half & Half.
- 3 Gallons of Juice.

THE PROCESS

A- The set up before the mass:

(Arrive at the kitchen around 10:00 am)

- Notice how the tables and chairs are placed in the cafeteria. Later, they will need to be put back to the same way. (If chairs are on table please bring down as many as needed).
- The church supplies are in a cabinet on the side of the loading dock behind the kitchen. The cabinet is marked "Property of Saint Sharbel." (Make sure to use door stoppers to avoid being locked out).
- Bring in the following items from cabinet: Table covers, trays, small plates, cold drink cups, napkins, utensils, coffee maker, coffee, coffee cups, nondairy creamer, sugar, artificial sweeteners, and stirrers.
- Set up 2 tables; one for the refreshments and the other for the coffee and drinks. The coffee table needs to be against the wall in order to plug in the coffee maker.
- Prepare the coffee before the mass in order to be ready on time.

How to brew coffee

1. Fill the coffee maker reservoir with cold water (50-60 cups will be enough)
2. Add coffee grounds (see coffee canister for instructions. About ½ cup of coffee per 10 cups of water.)
3. Place cover and lock, plug into wall to start brewing.
4. Make sure you hear the coffee start percolating.

B- The set up after the mass:

(Leave the church right after communion)

- Place 2 containers of ice; one next to the coffee to put in it the milk and the cream, the second one next to the drinks. Please pay attention not to leave the ice scoop inside the icemaker, always put back in place on the side of the icemaker.

- Put the food on the second table with the napkins, small plate and the utensils. (Place the donation box and the coffee hour instruction in the beginning of the table next to the plates and napkins).
- Wait for the priest to bless the food before the people start eating.

Note: You can use the ovens and gas range to warm up food. However, PLEASE make sure all ovens and gas ranges are turned off when done using them. You would be surprised how many times ovens were left on and forgotten.

C- Clean up:

We are thankful to have the use of the school cafeteria for coffee hour and cover-dish. In respecting ourselves, we must respect the property of the school. That means we need to leave the property as we found it.

- Please refrain from using any bowls, pans, utensils, or supplies belonging to the school. But if you must, please clean and put back any of the items used.
- Wash the coffee maker and dry it completely. Place a few paper towels inside the coffee maker to collect moisture.
- Wipe the table covers and dry it before folding it.
- All items belonging to our church must be returned to our church locker located outside, behind the cafeteria.
- All counters in the kitchen must be wiped clean.
- Any spills on the floors must be cleaned up.
- All tables used must be wiped and returned to their original place.
- All chairs must be pushed in or placed on the tables depending on how you found them at the start.
- All trash barrels need to be emptied and new bags replaced. All trash bags need to be taken out to the dumpster.
- Check again that all ovens are turned off even if you did not use them.
- Turn off all lights in the kitchen and the cafeteria.
- Check to make sure the following doors are closed:
 - o Back kitchen door leading to back hall.
 - o Back hall door leading to outside dumpster area.
 - o Cafeteria door leading to the kitchen.
 - o Cafeteria doors leading outside.
 - o Cafeteria doors leading to school hallways.

Thank you and God's blessing.