

coffee hour

Ever wonder who made that nice warm cup of coffee you're drinking in the Town Square Sunday morning?

It's our Fellowship Coordinator, Kim Davis! We all love gathering in the Town Square for fellowship, coffee and a tasty snack, and we all really appreciate the work that is done to prepare for it for us. Kim is looking for volunteers to help host coffee hour, whether it be a one of our own Ministry groups or Outside group! Coffee hour goodies need to be planned, purchased and set up and ready to serve at 9:00 am (*Kim usually comes early and makes the coffee*). Planning, purchasing, set up, serving and clean up are all part of the job. You can have a theme, or in dedication to someone/something, or just very simple coffee and cookies for the fun of it. You can donate your purchases or be reimbursed. We always put out a donation basket to help pay for coffee and snacks – thank you to all who throw money in the basket! Coffee Hour provides a valuable part of the ministry we do here. If you have questions or you'd like to volunteer there is a sign up sheet on the Town Square bulletin board, on the ways to serve page of our website, or call/email Pam in the church office or Kim at 248-613-4200.



Coffee Hour Instructions

Thank you for volunteering to host Coffee Hour! We all really appreciate it!

If you have time before purchasing food check refrigerator for coffee cream, flavored creamers or cream cheese – we usually have lots in there.

Coffee Hours is 10am- 10:30am. Please have coffee hour set up and ready at 10am. If you want to go to the 9am worship service have it ready before you go to the service.

FOOD

- All the serving pieces, silver trays, baskets and paper products can be found in the Town Square kitchen. Please use anything in there. The cupboards are all marked.
- Please provide about 200-250 bites of food. That sounds like a lot, but we find it works well to cut things small. For instance, a Costco muffin can be cut into fourths and so can a donut.
- Set out food on the counters and plates and napkins.
- Also, you need food for the kids. A bucket of animal crackers or something similar is fine.
- Juice is also provided for the kids. 2 gallons is usually more than enough. If that runs out you can just pour water.
- The kid's food table is set up near the west entrance door.

COFFEE (Kim usually comes early and makes the coffee)

If you have to make coffee here are the instructions:

- People love coming early to coffee hour, so make the coffee as soon as you can. People will drink it.
 - All coffee supplies are under the serving counter on the shelves to your left.
 - Coffee is self-serve.
 - The coffee pots are great and take only 4 minutes to brew a pot!
 - First turn on the warmers. -
 - Second, take out the upper filter holders and put in a paper filter with 3 bags of coffee in each. The pots are marked decaf and regular. NO need to put water in. That is automatic.
 - Finally, flip the start switch on top of each pot.
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- **IMPORTANT:** There are 2 stainless air pots on the kitchen counter and 2 stainless coffee carafes on the shelves. Please fill these and place them on the other end of the counter (by the sink). This creates 2 coffee zones and is key to keep coffee hour moving. Also, place creamer, sugar, stirrers, cups and napkins in this zone. Everything you need is under the service area in the open shelves.
 - We have the small cream cups, but pitchers of cream work better to keep thing moving. If you choose, purchase a quart of cream, or check the refrigerator to see if we have some.

- Your coffee pots will run out fast because you took out some coffee, so replace the filters with more coffee. That way, as soon as the pot is empty you can press start again. DO NOT MAKE A POT UNTIL THE LAST CUP IS BEING TAKEN. IT WILL OVERFLOW. Watch the regular especially; you may need to make a third pot. If it is toward the end of coffee hour it is okay to only offer the remaining decaf.

MONEY

- Put out free will offering baskets at the beginning of the service line and at the end. At clean up take this money and put in envelope with date and amount. This must be turned in to our accountant. She has a box in our office copier room or you can turn it in to a staff member.
- If you would like to be reimbursed for your purchases – there is an orange folder with forms and envelope. You need to turn in the original receipts. Attach receipts (staple or paperclip) to the Check Request form Fill out form: Issued to: your name, Description: coffee our expenses for Sunday (date). If Kim Davis is there have her sign/authorize this form. Amt (write amount check should be made out for).
- If you want to donate the items and would like a Tax Deduction form/letter just contact Lisa 248-644-4010 Mon, Wed or Thur morning or email lmacks@redeemberirmingham.org and she will send you a letter.

CLEANUP

- If you leave any food, please wrap it.
- Wipe down the counters and tables.
- Please wash and put away any dishes you used. Use dishwasher in kitchen. Turn it on first - press the ON button (takes 25 minutes to heat to 165 – may want to turn it on early). Place items in and turn it on (this will clean & sterilize items). Turn dishwasher OFF when you leave. Also turn off ovens before you leave if you used them.
- Empty the coffee pots and wash them. The pots on the coffee maker just liftoff. Don't forget the dirty filters. Just rinse them in the sink is fine.

Thank you for your service to Redeemer. The fellowship opportunity this provides is a valuable part of the ministry we do here.

If you have any questions, please call me.

Thank You,
Kim

Kim Davis
Fellowship Coordinator
248-613-4200