

Why We Gather

- Coffee Hour provides an opportunity to connect and converse with members, friends, guests and newcomers. We've found that providing a very light repast helps fuel the conversation.

Start With a Good Finish

- Please ensure there are sufficient volunteers to clean up. We are a welcoming congregation, but there are limits! We'd like to discourage Georgetown's smallest four-footed creatures from coming to clean up after Coffee Hour by ensuring we do so first.

How Many Attendees

- As you know, coffee is a popular time for fellowship, but life events sometimes pulls us away from town. So, it's a good idea to plan for 50-60 to attend September – May, 35-40 in the Summer.

What To Bring

- There is no set menu, however here's some "rules of thumb" to guide you:
- Keep it simple. Popular items include: bagels and cream cheese, cheese and crackers, cookies, fruit, cake, coffee cake, party leftovers, and "finger food" of all description.
- Some hosts enjoy providing something more elaborate; everyone enjoys these special coffee hours, but simplicity is the standard.
- Bring a quart of milk or half and half, and a gallon of juice for children.
- Lemonade or iced tea is especially welcome in the heat of summer.

When to Arrive

- Please arrive 30 minutes prior to the second service (10:00 am June-Sept; 10:30 am Sept-June).

What To Expect When You Arrive

- Sugar, stirrers, plastic cutlery, napkins, hot and cold cups, plates: in various kitchen cabinets, labeled according to content.
- Coffee already made by Sexton, who usually places the coffee with sugar, cream, stirrers and cups in the Parish Hall if Coffee Hour is indoors. (The coffee and supplies typically are in the kitchen if Coffee Hour is to be outside.)
- Tables set up for Coffee Hour, in the Parish Hall if Coffee Hour is indoors and on the terrace if it's outdoors.
- **Please let the Sexton or Office Manager know if any supplies are running low**

What to Do BEFORE the Service

- Place tablecloths on tables. (Tablecloths are in the cabinet opposite the sacristy, in the gray door entrance hallway.)
- Place cups, stirrers, napkins, plates and nametags in Coffee Hour area, but no food.
- Be sure your food is placed on plates and ready to serve.
- Leave the plates of food and other perishables on trays in the kitchen, in the refrigerator if necessary.
- Make sure 2 or 3 trashcans are available near the tables.
- From September through May, wait for Adult Forum to conclude (about 10:15), then move chairs to the perimeter of the room and arrange tables as you wish – move extras to the far corners.

What to Do DURING the Service

- If your team represents a Grace Church ministry, designate a member to stand up during announcements and briefly describe your ministry.

What to Do AFTER the Service

- Come down to the kitchen after receiving communion.
- Take food and perishables to Coffee Hour area – please have it out and ready in time for people to arrive from the service.
- Put on a name tag and encourage others to do the same.
- If you have materials publicizing the Grace ministry your team represents, set them out and distribute them as you see fit.

Finish With a Good Finish

- Return everything to its place in the kitchen
- Wash, dry and put away any non-consumable plates, utensils, etc. that you have used.
- Wipe off and put away tablecloths Sweep Parish Hall floor, making sure no crumbs remain (broom and dustpan are in the closet under the stairs to the church, just outside the kitchen.
- If Coffee Hour is outside, roll tables to the closet in the lift hallway (first door to the right), and bring in the trash cans and the rolling bulletin board (kiosk).
- Leave trash cans and kiosk in the hallway.
- If Coffee Hour is inside, the Sexton will put the tables away.
- *On most Sundays, Sexton Luis Solares will be available to help with Coffee Hour setup and cleanup.*

Thank You for enhancing the fellowship of Grace Church!