

St Matthew's, Westminster

Guide to hosting the Coffee Hour on Sundays

What it involves: setting up, serving and tidying up after refreshments for people whilst they meet each other after the service.

When?

From before the service until the dishwasher is loaded, emptied and drained!

What and where?

- **Coffee:** in the tin on the counter
- **Tea:** teabags in the 'church cupboard' on the wall next to the fridge, teapot in 'Conference Centre cupboard'
- **Milk:** will be in the fridge but if for any reason it is not, ask a PA
- **Jug:** in the cupboard next to the cups and saucers
- **Sugar:** in the 'church cupboard' on the wall next to the fridge
- **Spoons:** in the drawer next to the sink
- **Juice:** in the 'church cupboard' on the wall next to the fridge
- **Wine:** white wine in the fridge; red wine in the small cupboard above the fridge
- **Glasses:** in the 'church cupboard' – about 6-8 unless there is a special celebration
- **Cups & saucers:** about 30 or you may find you have to run back for more!
- **Donations bowl:** one of the green bowls or the nice one!

Practicalities: before the service

1. Check that the dishwasher is switched on – if not, ask a PA to show you.
2. Make the coffee – usually 2 jugs – using coffee making instructions.
3. You'll find it helpful to set out the following:
 - Cups
 - Wine glasses
 - Sugar
 - Spoons
 - Donations bowl and notice
 - Saucer for used tea bags

Practicalities: after the service

It's entirely up to you when to leave the service, but any time between when you've received Holy Communion and the last hymn gives you enough time to finish setting up.

1. Put the wine and milk out.
2. Make a jug of hot water for tea – one of the jugs is labelled for this.

At the end of Coffee Hour

Collect cups and glasses and put them in the dishwasher. It only takes a few minutes for the cycle and sometimes both trays can be put in together.

If you have time, it would be helpful if you could empty and drain the dishwasher and put the cups and glasses back in the cupboard.