

A New Coffee Hour System: LAST NAME PRIDE!

Starting on March 19, 2017 we are trying a new system for Coffee Hour and everyone has a chance to participate! We have divided the congregation into 26 equal groups, each with about 15 families, based on the first letter of your last name. Each group is invited to host Coffee Hour twice a year.

We ask that you connect with others within your group and together bring the food for Coffee Hour at 8:30 and 10:30 am if your slot falls during the program year, or at 10:00 am only if your slot falls during the summer. Coffee will already be provided.

Louise Meyer will email the group the week before they've been assigned to host. Coffee Hour doesn't need to be fancy, and we hope this can be fun. We realize some people travel and may not be here a particular Sunday. Yet if the group can work together, it will make a difference in welcoming visitors and in providing meaningful fellowship on Sunday mornings for our congregation. It has worked in the past for groups to assign Team Captains to help with coordination, but it is not required if groups find another way that works for them.

Logistical suggestions can be found below.

Coffee Hour is an important part of the life at Bradley Hills. It is an opportunity to connect with one another, be hospitable to first time worshipers and new members, and strengthen our friendships each week. Thank you for considering participating in this ministry!

David Gray & Louise Meyer	3/19/17
A Group	3/26/17
Ba to Big Group	4/2/17
Bol to Brod Group	4/9/17
DEACONS	4/16/17
Brow to Butch Group	4/23/17
Ca to Chal Group	4/30/17
Cham to Coff Group	5/7/17
Coll to Cy Group	5/14/17
D Group	5/21/17
E & F Group	5/28/17
Ga to Godw Group	6/11/17
Gof to Gsc Group	6/18/17
Ha to Hay Group	6/25/17
He to Hill Group	7/2/17
Hin to Hun Group	7/9/17
I & J Group	7/16/17
K Group	7/23/17
L Group	7/30/17
Ma to Meri Group	8/6/17
Mey to Mu Group	8/13/17
N & O Group	8/20/17

P Group	8/27/17
Q & R Group	9/3/17
Sa to Sn Group	9/10/17
Sp to Su Group	9/17/17
T, U, V, X, Y, Z Group	9/24/17
W Group	10/1/17
A Group	10/8/17
Ba to Big Group	10/15/17
Bol to Brod Group	10/22/17
Brow to Butch Group	10/29/17
DEACONS	11/5/17
Ca to Chal Group	11/12/17
Cham to Coff Group	11/19/17
Coll to Cy Group	11/26/17
D Group	12/3/17
E & F Group	12/10/17
Ga to Godw Group	12/17/17
Gof to Gsc Group	12/24/17
Ha to Hay Group	12/31/17
He to Hill Group	1/7/18
Hin to Hun Group	1/14/18
I & J Group	1/21/18
K Group	1/28/18
L Group	2/4/18
Ma to Meri Group	2/11/18
Mey to Mu Group	2/18/18
N & O Group	2/25/18
P Group	3/4/18
Q & R Group	3/11/18
Sa to Sn Group	3/18/18
Sp to Su Group	3/25/18
DEACONS	4/1/18
T, U, V, X, Y, Z Group	4/8/18
W Group	4/15/18

INSTRUCTIONS FOR 10:30 AFTER-SERVICE COFFEE & FELLOWSHIP

Sundays from Labor Day to Memorial Day

General Guidelines:

As Coffee Hour hosts, you are providing refreshments after the 10:30 service for about 100 people.

The host provides coffee creamer and food. Suggested food options include bagels and cream cheese, crackers and cheese, fresh fruit, muffins, veggies, breakfast breads, donuts, cookies, cake, etc.

NOTE: In order to accommodate our growing congregation, accessibility, and flow of the Gathering Space, food should be put in Covenant Hall, while coffee will remain in the Gathering Space. The sextons follow a standard set-up every week; please do not ask them to rearrange anything.

Overview of Responsibilities:

Sextons:

- Brew coffee (regular and decaf), heat water for tea, and set up tables with tablecloths in the Gathering Space.

Set up tables with tablecloths in Covenant Hall and the Gathering Space by 10:00 am.

The sextons clear and clean the coffee pots and cups after the service.

Coffee Hour Leader of the Week:

The Leader decides what to bring, and purchases and provides the food and coffee creamer. Disposable dishes, serving plates, utensils, and cups and pitchers can be found in the Main Kitchen.

Coffee Hour Leader and Helpers:

The Coffee Hour team should arrive by 10:00 am and meet in the main kitchen to prepare food (cut into small size servings), and put onto serving plates.

Then, set out water pitchers, cold drinks, and cups and food around 11:15 am.

After the Coffee Hour, throw away any used disposable dishes or utensils that remain, clean any dishes/utensils that were used, and pack up the leftover food. The Sextons will clear and clean the coffee pots.

Procedures on Day of Coffee Hours (One Leader and Two Helpers):

Arrive by 10:00 am in the main kitchen, plate food, and keep it in the small kitchen across from the Associate Pastor's office until around 11:15 am.

Tip: Prepare and plate food in the main kitchen, and then place it on a cart and move to the small kitchen before the service. Then, it'll be ready to set out for Fellowship Hour!

Carts, platters, and serving items can be found in Main Kitchen. The cart is useful for prep and bussing dirty dishes.

After preparing the food and storing it in the small kitchen, fill 2 pitchers with water and put them out on tables in Gathering Space.

Set out disposable cups for water and napkins on the tables.

Find pitchers for cream and bring it to the Gathering Space.

The plated food can be held in the small kitchen and put out into Covenant Hall a few minutes before the 10:00 service ends (around 10:45). Leave the service during final hymn and put out the food on the tables in Covenant Hall.

Refill food, drinks, cream, and cold cups during the Coffee Hour as necessary and remove empty plates.

The Coffee Hour following the service usually lasts 45-60 minutes.

At the end of the Coffee Hour, all dirty plates and utensils should be returned to the Main Kitchen, washed, and put away. If you need training on how to use the dishwasher, or learn where things are in the kitchen, please contact Farid.

Condiments are returned to the Coffee Hour Cabinet in the Main Kitchen.

Any leftover food can be left for other groups' use or frozen for future use. It should be wrapped and clearly labeled as such.

Wipe the tablecloths and leave them on tables in Gathering Space and Covenant Hall to dry.

Please leave both kitchens at least as clean as you found them!

**If you have any questions, please contact Samantha Steinfeld at
samantha@bradleyhillchurch.org.**

INSTRUCTIONS FOR 8:30 AFTER-SERVICE COFFEE AND FELLOWSHIP

Sunday from Labor Day to Memorial Day

General Guidelines:

As Coffee Hour hosts, you are providing light refreshments after the 8:30 service for about 15-30 people.

The host provides coffee creamer and light food. Both food and drinks should be put in the Gathering Space.

Overview of Responsibilities:

Sextons:

- Brew coffee (regular and decaf), heat water for tea, and set up tables with tablecloths in the Gathering Space.

The sextons clear and clean the coffee pots and cups after the service.

8:30 Coffee Hour Leader of the Week:

The Leader decides what to bring, and purchases and provides the food and coffee creamer. Lighter fare is recommended; a box of donut holes would be sufficient!

The Leader sets out water pitchers, water glasses, and refreshments on the two tables in the Gathering Space underneath the art sculpture around 9:05 am. Disposable dishes, serving plates, utensils, and cups and pitchers can be found in the Main Kitchen.

After the Coffee Hour, throw away any used disposable dishes or utensils that remain, clean any dishes/utensils that were used, and pack up the leftover food.

Procedures on Day of Coffee Hours (One Leader and Two Helpers):

Around 9:05 am, plate the food, fill two pitchers with water, and set it all out on the tables in the Gathering Space along with water cups and plates and utensils (if necessary). Disposable dishes, serving plates, utensils, and cups and pitchers can be found in the Main Kitchen.

Leftover food can be wrapped and put in the Main Kitchen; label it "10:30 Service" so that it can be used at the later service.

Wipe the tablecloths clean and leave them on the tables in the Gathering Space.

If you have any questions, please contact Samantha Steinfeld at samantha@bradleyhillchurch.org.