



St. Athanasius Orthodox Church

Coffee Hour Instructions

Thank you for signing up to be one of our Coffee Hour hosts!

Our goal for Coffee Hour is to:

- Provide social/fellowship time for parish family.
- Provide a venue for visitors to feel the energy/spirit of the community and to be introduced to “the family.”
- Time for kids and teens to bond with each other.
- Provide an opportunity for us to serve (contribute time, energy, resources, serve the community, be servants).

Please note: *Our goal is to break even at the end of the year on Coffee Hour. The income we receive from donations during Coffee Hour is intended to cover the expenses for supplies, and any reimbursement requests from hosts. Except in a few rare cases approved by the priest, Coffee Hour donations are not to be designated to go towards other projects or funds.

***Wine or other alcoholic beverages are not to be served during Coffee Hour.**

Here are some simple instructions to help you shop, set-up and clean up for your Coffee Hour.

******Just a reminder: We do not have a stove in the church kitchenette.***

We do have a small microwave.***

WHAT TO BRING:

Coffee Hour hosts are asked to provide the following:

- Food of your choice
- 2 quarts of half and half (dairy or dairy substitute during fasting seasons)
- 1 gallon of juice for the children (We put the juice in one of the clear beverage servers with a nozzle, and dilute it with some water and ice. Not as much sugar for the kids, easier to serve.)
- Ice for the juice

How much food you choose to bring is your decision. We average 125-175 people per Sunday. 30-40 of those can be children. Not everyone eats at Coffee Hour--some only drink coffee. So it is difficult to estimate how much food is appropriate. 12-14 dozen "pieces" or servings is probably a good ballpark figure. What you consider a "piece" to be is up to you.

We do not expect Coffee Hour hosts to cater to everyone's particular dietary restrictions. Bring what you would like to bring. We do ask that you consider including at least one healthy food item that is safe for diabetics and others who cannot eat sugar. For example:

- Nuts (Variety)
- Fruit (Grapes, Cuties, Strawberries)
- Veggie Trays
- Hummus
- Sliced Cheeses (except during Lenten periods)
- Sliced Meats (except during Lenten periods)
- Crackers
- Olives
- Pickles

We encourage you to keep it simple, and feel free to use a theme, feature the food of a particular ethnicity, or share a family favorite. Have fun with it!

SETTING UP BEFORE COFFEE HOUR

The set-up of tables and umbrellas is done for you by your Helpers. Right after Communion, several volunteers also wipe down the tables at which people sit during Coffee Hour. There is an assigned **Coffee Hour Advisor** who is there to help you (IF YOU NEED IT) and answer questions.

There is a blue binder in the kitchen with specific instructions for set-up and clean-up.

FOR THE PRIESTS AND DEACONS please leave a plate in the small kitchen with something for them to have when they join us.

It is easiest to set up the table for the adults and then go through the line with 2 large plates, fill them for our clergy and put them in the kitchen.

BEVERAGES

COFFEE

The coffee and tea pots will be set up ahead of time for you by a volunteer and will be located in the small kitchen. **You will need to plug in both pots at 10:00 a.m. BE SURE THE COFFEE POT SWITCH IS IN THE ON POSITION.**

JUST IN CASE... If, for some reason, the 100-cup coffee pot and the pot for heating hot water for tea are not set up ahead of time, here's how to do it (both pots are in the small kitchen either on the cart or in the lower cupboards).

SETTING UP THE LARGE COFFEE POT:

- Fill the pot up to the line that says "100" by filling a pitcher or plastic beverage container with water from the filtered water spicket.
- Remove the metal coffee filter from the pot and set it on the counter. Put 7 cups (small sized 6-oz. white paper coffee cup) of coffee grounds in the coffee filter. No paper filter is required.
- Put the long metal tube into the flat, metal platform and insert them both into the small, hallowed out well in the bottom of the pot.
- Be sure that the metal tube is FULLY seated in the well at the bottom of the pot, or the coffee will not percolate.
- Place the coffee filter with the grounds onto the tube. It should rest on the metal platform.
- Cover the filter with the mesh, metal cover.
- Put the lid on the coffee pot. (See photos on the bulletin board in the kitchenette.)

SETTING UP THE TEA POT

- Fill the small metal pot 1/2 full with filtered water for tea. (You can set the pot right under the filtered water spicket.)

***BE SURE TO PLUG IN BOTH POTS BY 10:00 a.m. and MAKE SURE THE LARGE POT'S SWITCH IS IN THE "ON" POSITION!**

SETTING UP BEVERAGE DISPENSERS

- Fill one of the plastic beverage dispensers with juice and ice, and second dispenser with water from the filtered water tap and ice.

CLEANING UP AFTER COFFEE HOUR

The Coffee Hour helpers do the heavy lifting of set-up and clean-up. So they will collapse the tables and put them back, close the umbrellas, and empty the trash if they are still there. If not, PLEASE EMPTY THE TWO LARGE OUTDOOR TRASH CANS AND PUT THE FULL BAGS IN THE LARGE TRASH RECEPTICLES NEAR THE BACK LOADING ENTRANCE. You do not need to empty the trash in the kitchenette, unless it is brimming over and you need to empty it to put more trash in.. The cleaners will empty those trash cans on Tuesdays.

Replacement trash bags are under the sink.

It is your responsibility to clear the food from the tables, wipe the tables, wash and dry all dishes and put them away. The coffee pot goes back on the cart. The tea pot goes down below.

Please do not leave dishes in the dish drain or on the counter top.

REIMBURSEMENT PROCEDURE:

- The money collected from the donation basket and two donation boxes is to be counted and put in one of the envelopes located in the blue binder. Please fill out the envelope and put it on the desk in the back office, OR give it to Valerie Yova or Carla Brunstead. Your Coffee Hour Advisor might assist with this while you are cleaning up.
- The money collected gets deposited into the Parish General Account, designated for the Coffee Hour fund. Coffee hour donations are not to be designated by the hosts for a specific fund, purpose, charity or recipient without prior authorization. The system has been set up so that the church can break even on the coffee hour expenses, factoring in that some families will ask for reimbursement and some will not.
- After someone hosts a coffee hour, they have several options regarding reimbursement:
 1. They can choose to donate the food and take no reimbursement.
 2. They can submit part of their receipts for reimbursement.
 3. They can submit up to \$100 per coffee hour in receipts for reimbursement. (If two families host the same Sunday, they would split the reimbursement amount - so \$50.00 per family.)
- If you are donating the food and drink and would like to be able to use it as tax deduction there are two options:
 1. You can keep the receipt with you tax papers in order to claim it at year-end.
 - or-
 2. You can submit the receipt for your reimbursement and then write a check back to the church for the amount of the reimbursement. This will show up as a donation on your year-end tax statement.
- Put your receipts into an envelope, write clearly on the outside your name and the date, how much you are requesting, and put the envelope on the front desk in the church office, or hand it to Valerie Yova, the Parish Administrator. Blank envelopes are in the black organizer in the kitchenette.

If you have any questions please feel free to contact Suzi Wiley at suziwiley@cox.net or 805-448-2787.

**THANK YOU FOR TAKING YOUR TIME TO CONTRIBUTE!
IT IS GREATLY APPRECIATED ☺**