

## **All Souls Coffee Hour: Information for Hosts**

Sign-up sheets to host breakfast or coffee hour are located on the bulletin board in the undercroft. Please contact Jennifer Johnston or Daniel Callis if you have any questions.

### **WHAT TO BRING**

- Coffee hour hosts usually serve simple fare: cheese and crackers, veggies and dip, cookies, fruit, cake, coffee cake, party leftovers, and “finger food” of all description. Some hosts like to prepare an elaborate spread; everyone enjoys these special coffee hours but simplicity is the standard. We’re not providing brunch or lunch but a little refreshment to fuel conversation. The true purpose of coffee hour is to extend the fellowship—begun during Mass—among members, friends, guests, and newcomers.
- Plan for 70 or 80 people from September to June 50 or 60 in July and August.
- Some hosts like to serve a special beverage as part of a theme or as a seasonal treat. For example, lemonade or iced tea can be nice in the heat of summer. However, know that the parish provides coffee, hot tea and punch.
- Any foods cooked with or containing alcohol (with the exception of flavor extracts) must be clearly identified.
- If alcoholic beverages are to be served, they must be served at a separate station that is monitored at all times to prevent underage drinking. In addition, there must be an appealing non-alcoholic beverage available with at least equal prominence.
- Consider bringing some shelf-stable goodies (packaged cookies, jarred salsa, chips, etc.) that can be left unopened to stock the pantry for "Loaves and Fishes" Sundays.

### **WHAT IS ALREADY HERE**

- Plastic cutlery, napkins, hot and cold cups, and plates are always available.
- Our Sunday Sexton Moises Flores will make coffee, hot tea, and punch. In addition, the parish provides sugar, milk, and stirrers.
- Serving plates, bowls, and platters are in the kitchen’s lower cabinets.

- Tables will be set up, with tablecloths, in the undercroft. Moises will arrange the room after Adult Forum concludes. If you would like to use the back garden, please plan to assist with setting up the tables on the terrace and getting the tables back into storage at the conclusion of coffee hour.

Please inform Jennifer, Daniel, or Moises if any supplies are running low.

### **BEFORE THE MASS**

- Plan to arrive about 30 minutes before Mass begins.
- Arrange your food on plates, bowls, or platters, ready to serve. It may be impractical to actually cook something, especially since coffee hour prep may be sharing kitchen space with breakfast clean up. However, if you have frozen items that need to be heated or anything that should be served warm, please make arrangements with Moises. He always knows what to do with them.
- Leave the completed platters in the kitchen, in the refrigerator if necessary.

### **AT THE END OF THE MASS**

- You may want to go to the undercroft early, such as after communion or first-out-of-the-door after the dismissal, to help Moises with any last-minute preparations.
- Double-check that everything you meant to serve is on the tables and not hiding in the refrigerator or oven!
- Put on a nametag and encourage others to do the same.
- If you are hosting coffee hour on behalf of an All Souls ministry, set out and distribute ministry materials as you see fit.

### **CLEANING UP**

Moises cleans the undercroft after coffee hour; however, some assistance is always appreciated. For example, you can:

- Clear away empty serving platters and keep the tables looking fresh;
- Wipe off and put away tablecloths;
- Help put away the tables and chairs.

**Thank you for enhancing the fellowship at All Souls!**