

The Congregational Church of Littleton

Thank you for being willing to share the love of Jesus with our congregation and visitors to our church by being a Coffee Hour Host. This is a very important part of stewardship in our church. Your cheerful and friendly attitude can make the difference between whether visitors feel like strangers or like friends.

PLEASE BRING: milk or cream - ½ gallon
 centerpiece (optional)
 goodies (optional)

PREPARATION: *The Church Sexton will prepare the coffee (both regular and decaf) in the coffee makers at about 8:00AM so they are ready by 9:00AM.*

If you are attending the 1st service, please do steps #1-3 before going to the service.

If you are not attending the 1st service, please arrive 30 minutes prior to the scheduled end of the service.

1. Please wear a nametag.
2. Heat water in the kettle on stove (for tea)
3. Add juice to 2 pitchers and store in the refrigerator.
4. Cover 2 tables in front of kitchen with tablecloths. Put out hot cups, sugar, sweeteners, napkins, different kinds of tea, and a few teaspoons on a small plate on one table. On the other table, put out plastic or paper cups and napkins for juice.
5. At the beginning of the last hymn of the service, come back down to the kitchen. Pour coffee and hot water into carafes, milk or cream into creamers and put those and the pitchers with juice on the tables.
6. Serve
7. Clean up
 - a. If you cannot stay after the 2nd service:
 1. Please try to find someone to clean up after the 2nd service for you. If you cannot find anyone, please leave a note on the table requesting someone clean-up for you and thanking them for their help.
 2. Clean the coffee pots and juice pitchers, leaving hot water, regular & decaf coffee in carafes, along with the milk, tea, & sweeteners.
 - b. If you attend the 2nd service, please clean up after that service, once those who would like a final beverage have taken one.
8. Please take home everything that you brought (including the milk or cream).

WHERE TO FIND THE SUPPLIES FOR COFFEE HOUR:

- Tea bags, sugar, sugar substitutes are on the counter by the windows
- Juice can be found on the cellar stair landing
- There is extra of every thing in wall closet by the landing
- Pitchers are in the bottom cabinet on the right as you enter
- Carafes and sugar bowls and creamers are in top cabinet to the left of stove
- Trays are in the bottom cabinet to the left of the stove
- Tablecloths are in the drawers by the windows;
Please do not use Neighborhood Suppers' (blue or red checkerboard tablecloths).
- Hot/cold cups are under the counter near the microwave and napkins are in top drawers by the microwave.
- Silverware is in the marked drawers on the right side as you enter the kitchen.

Thank you so much for being willing to perform this important ministry.

If you find you cannot make your commitment date, please find a replacement. If you have questions, please call the church office at 978-486-3245 or email them at office@ccol.org.