

The Parish of the Good Shepherd

1671 Beacon Street, Waban, MA 02468 | (617) 244-4028 (phone)
office@goodshepherdnewton.org | 617-527-5475 (fax)

HOSPITALITY-HOUR HOST INSTRUCTIONS

Shopping

Please purchase:

Fresh Coffee Supplies

- One Quart of Milk (Whole or Reduced Fat)
- One Pint of Cream or Half-and-Half
- Tea bags

Food and Snacks

Please supply the food for coffee hour, keeping in mind that the average attendance can be 100 persons per Sunday. Suggestions include:

- Coffee cake, or Muffins
- Bread or Baguette with Jam and Butter/Margarine
- Cheese and crackers
- Bagels with Cream Cheese (and, optionally, Lox)
- Fresh Fruit and/or Vegetables with dip

Children's Snacks

Please supply snacks for the children such as:

- Cookies
 - Donut Holes (aka "Munchkins") or Small Muffins
 - Pretzels or Crackers
 - Individual bottles of water - or - large bottles of water and paper cups
- No juice or sugary beverages due to carpeting!**

Arrival

Plan to arrive at church by 9 a.m. to set up in an unhurried manner and still be able to attend the church service at 10 a.m. For your convenience in loading and unloading, you may **park your vehicle in the driveway behind the kitchen. Please take care not to block other vehicles.**

Coffee & Food Setup

We have two coffee urns — one for regular coffee and one for decaffeinated coffee. One urn has four parts: urn, lid, basket and stem; the other, newer DeLonghi urn also has a top for the coffee basket. Ground coffee and **directions on how to use the urns can be found in the kitchen near the white board.** Extra coffee and tea are stored in the kitchenette upstairs under the counter.

Place the urns (“Regular” is typically on the left, and “Decaf” is on the right) and the following on the tall condiment table in the Common Room before brewing:

- Sugar and Sugar Substitute
- Cream Pitchers
- Napkins
- Disposable cups
- Spoons or stirrers
- Carafe of hot water for tea
- Tea bags
- Lemon and sweetener packets

Children use the round wooden table; others use the long, rectangular banquet table.

Clean up

- Pack up and take home all leftovers. **Do not leave anything in the refrigerator.**
- Wash, dry, and put away all dishes and supplies.
- Wash, dry, reassemble, and store the two coffee urns.
- Wipe clean any tables and surfaces you have used.
- Wipe clean, air-dry, fold and store vinyl tablecloths.
- **Check to make sure the oven and stovetop burners are OFF.**
- If we are running low on a supply, please leave a message on the white board in the kitchen.
- **Turn off all lights in the kitchen and Common Room.**

Delaying Clean-Up

If you would like to attend the Adult Forum that is held most Sundays at 11:30, you may choose to do the clean up part of the coffee hour afterwards. However, **please note on the third Sunday of the month, the Church of South India uses our church for worship and the Common Room for lunch. On these Sundays clean up should be done as soon as possible.**

Rescheduling

If you find you cannot be coffee hour host as scheduled please trade with someone else on the list and notify the church office: office@goodshepherdnewton.org or 617-244-4028.

If you have any questions, suggestions or concerns please let us know. Thank you very much for providing this important ministry of hospitality to each other and to our newcomers.