How Coffee Hour works!
Every parishioner in our directory is scheduled to provide for coffee hour on a rotating basis. Couples are assigned as a couple, and singles are assigned with another single person.

The schedule on the Time and Talent Table and on our website. If you are unable to provide for a coffee hour on your assigned date, please ask someone else to switch with you and make a note on the schedule. If you do not want to participate in this ministry, please let Nicole in the office know.

Sunday servers, including coffee hour hosts, are posted in News from the Pews each week and a Vestry member also calls to remind that you are scheduled for the coming week.

Coffee Hour Responsibilities:

1. Coffee is provided by the Women of St. Margaret's and is next to the coffee machine or in the cupboard underneath. Make 2 pots regular and 1 pot of decaf coffee and pour into the carafes. Prepare another pot of regular coffee & leave it on the warmer. There are measures for both water and coffee by the coffee maker. Make more coffee/decaf as needed. Recommended time to start brewing coffee 8:30 to 8:40 am. for a 9 a.m. Coffee Hour. Boil water for tea in electric tea pot, plugged into center counter.

2. Put out cups (from the upper cabinet to the left of the coffee maker), half and half, sugar and sweetener.

3. If you bring juice, put out small paper cups or juice glasses.

4. Edible goodies can be placed on the table in the social hall. There are plates, napkins etc in the cabinet under the pass through (you might want to check in advance!) You can bake your own snacks or purchase. Fruit, crackers and cheese are also a good choice. **You are not expected to provide an elaborate brunch! Provide something you would enjoy yourself. Simple is fine!**

5. Please discard coffee grounds or any other compostable material in the compost bin at the end of the island near the coffee machine.

After coffee hour is over:

a. wash cups, pots, glasses and flatware. Washing can be done by hand or in dishwasher. Instructions for running dishwasher are posted on the bulletin board over the dishwasher.
b. check that the counters are clean, and that everything is put away
c. make sure warming switches on the coffee maker are turned off. Dish towels can be left on the drying rack or taken home to wash and return.
d. Please take any leftover goodies home.

9. Items to bring to coffee hour: a. cream/half & half  
   b. goodies (baked or purchased) c. juice

The Women of St. Margaret’s provide the coffee for coffee hour please let one of them know if the supply is low.

Thank you for making our coffee hour experience a success!