

## **St. Augustine's Social Events: Hosting Coffee Hour** (updated 10.12.2021)

Thanks for offering to host this important time of fellowship on Sunday! Here is some information that we hope will help you get started. If you have more questions, please don't hesitate to contact Martha Jacobson (jacobsonmartha955@gmail.com or 847-251-1503) or our parish administrator, Theresa Kimball (augustine@staschurch.org or 847-251-6922, ext. 3).

### **1. Setting up**

- Please feel free to bring whatever food or drink you would like to share with people on the Sunday when you host.
- Beverages may be served from a common dispenser; or if you prefer, individualized beverages may be purchased. Please make sure there is juice for the children.
- Pisa will make a pot of coffee and will put it out along with cups, stirrers, sugar packets and creamer. Prior to your Sunday, please check to make sure there is creamer in the church refrigerator. If there isn't, please purchase some; you may submit a reimbursement request.
- Homemade treats are permitted, along with pre-packaged snacks. Please make sure there is a child-friendly snack, like Goldfish or something similar.
- Snacks and beverages may be brought into the kitchen in church before worship on Sunday, and either placed on the counter or in the refrigerator/freezer. You may ask Pisa, our sexton, to set them out after the service. We have a variety of baskets and serving dishes in the kitchen, which you are welcome to use.

There are card tables and round tables in the hall closet that our sexton, Pisa, can set up for you. Additionally, we have tablecloths in the kitchen island closest to the stoves (plastic) or in the credenza in Puhlman Hall (cloth) that you are welcome to use if you would like. We do ask that if you use these, please clean them and return them to the place where you found them.

Tables will be set up both in Puhlman Hall and in the courtyard (weather permitting). Please bring the small white garbage can out from Puhlman Hall to the courtyard. Pisa will put hand sanitizer on the tables; if you don't see it, please ask him.

Some of our parishioners and guests are sensitive to gluten and nuts. If you bring treats that are gluten-free or nut-free, please note that by setting out one of the small signs with the corresponding items. You will find these signs in the first drawer on your left as you walk into the kitchen.

### **2. Clean up**

We ask that you please take care of most of the clean-up — dishes, food put away, counters wiped, tables wiped, decorations, etc., removed and put away, and major pieces of food/debris off the floor. If you use dishes or silverware, please ensure that they are scraped and stacked, and work with Pisa to ensure that the dishes go through the dishwasher. Pisa will put away tables and chairs. Thank you!