

*St. Nicholas Church  
3535 Crescent Ave.  
Fort Wayne, IN 46805*

*Dear Parishioner:*

*Thank you for sponsoring the coffee hour after church service on \_\_\_\_\_. We hope these coffee hours will give individuals an opportunity to meet other parishioners and provide Christian Fellowship.*

*We encourage sponsoring families to be creative. The following are suggested guidelines based on past experience:*

*Coffee - Either Folgers or Maxwell House 11oz. cans will make 80-90 cups or you may select a different brand and follow their instructions. You will need 2 cans; one regular and one decaffeinated.*

*Milk - 2 gallons*

*Juice - 1 - 1½ gallons. Optional substitute for milk during fasting seasons.*

*Sugar and sugar substitute*

*Edibles - Either homemade or store bought pastries or other baked goods such as breads, cookies, doughnuts, bagels, etc. from 12-14 dozen (based on doughnut size servings).*

*Toppings - Suggested if you are serving dry baked goods such as bread and bagels (if able, please avoid dairy toppings during the fasting seasons).*

*Paper Products - Bring plates, cups, napkins and utensils necessary for about 150 people.*

*Please bring your own towels and washcloths for cleanup. If possible please bring a roll of paper towels to leave for use in the church after your coffee hour.*

*The Church Board asks that the Charity and Benevolence donation box be set out on the table. Money donated will be given to the Charity and Benevolence Fund.*

*There are two large urns. Fill each to the 80-cup mark on the urn with cold water. We suggest you start both coffee urns no later than the beginning of the service. Plug one urn into the outlet to the left of the center post on the counter and the other urn into the outlet to the right of the center post.*

*When ordering store bought edibles, ask if church discounts are available at the place of purchase. Also ask your brothers and sisters at church what discounts they know of. Many of our Women's Guild ladies are good sources of info for this.*

*Please be aware the Adult Sunday school meets in the Fellowship Hall. We ask that you prepare your coffee hour quietly. You may want to roll down the shutter over the counter to help the noise level.*

*Again, thank you for your support in making these coffee hours possible. If you have any questions, or need assistance, please call Donna Tigulis (435-1291) or the office (484-2277).*

*Sincerely,*

*Coffee Hour Coordinators*

*(Thank you for leaving the kitchen and coffee urns clean.)*

## *Kitchen Cleanup Guidelines*

### *No children are to be in the kitchen during Coffee Hour*

*The following is a list of things to be done after the use of the church kitchen. We appreciate your cooperation in helping us with these items after your use:*

- 1. Rinse out the coffee pots and the carafes. Rinse out the big urns and wipe them down with paper towels.*
- 2. Wash any dirty dishes and put them away.*
- 3. Wipe off the counters. Use Soft Scrub to clean the sink.*
- 4. Pick up in the hall and wipe off the tables with the designated bucket and sponge.*
- 5. Sweep the kitchen floor.*
- 6. Wipe up any spills with warm water only. Do not use any abrasives or cleaning solutions on the floor or the tables.*
- 7. Take home any towels or rags that were used. Wash them and return them promptly.*
- 8. Take out the trash and replace the liners in the cans. If Dumpster is full please leave closed and tied garbage bags in kitchen by the outside door. Do not set garbage bags outside of the dumpster.*
- 9. Make sure all pots are unplugged. Take home all food items. Items not taken home will be donated to St. Mary's or the Rescue Mission.*
- 10. Use lukewarm water to mop floors if necessary. Do not use detergents or cleaning solutions.*
- 11. Notify Shirley Panchev @627-2880 or Kim in the office @ 484-2277 if anything needs replacing or if there are any problems.*