

Hosting Coffee Hour at St. Pius X

The purpose of this ministry is to make a space and structure for people to come together in the spirit of Christian community after the celebration of the Sunday liturgy.

Thank you for giving your time and energy to sustain this aspect of our parish life!

At its most basic, it means making a few carafes of coffee and hot water, and setting out juice and a snack. From there, each host is welcome to embellish or add variety as they please!

The purpose of this write-up is to walk through the steps, idiosyncrasies of the church's kitchen, and make sure this opportunity for service is accessible and easy to implement for anyone who is interested in serving. If you'd like to be involved, but don't want the responsibility of hosting, you are more than welcome to join someone who has done it before.

Set-up before Sunday:

- Arrange to pick up the perishable food.
 - This can be donuts (from Dunkin' Donuts, or the grocery store) and fruit. As of the summer 2022, we've been purchasing 4-5 dozen donuts. People have also baked treats and/or picked up pre-made sweets from the grocery store. All these are appreciated!
 - The number of people attending does fluctuate a bit, so we're finding it's best to adopt a "when two or three are gathered" approach, so that no number of people coming together feels like too few. Similarly, a "loaves and fishes" approach that God will provide for however many people are able to join!
- Check on the supply of the perishable/non-edibles by stopping by the church or checking in with the previous week's hosts and/or coordinators.
 - The church kitchen is typically stocked with napkins, stirrers, tea bags, hot chocolate packets, decaf coffee and regular coffee, dishcloths, and trash bags.
 - There may or may not already be juice and half-and half or milk on hand.
- Hang on to any receipts that you'd like to submit for reimbursement.
- Feel free to invite others (children, grandchildren, friends) to join and help you on Sunday morning. We've found this to be a volunteer opportunity that's great for young people, and keeps everyone involved.

Preparations on Sunday morning:

- Plan to arrive between 8:30-8:45, especially if it is your first time hosting.
- **Start by turning on the coffee breaker (# 18 in the fuse box on the left as you enter the kitchen) and coffee maker** - the switch on the bottom left of the coffee maker.
- While waiting for the breaker and coffee maker to warm, hosts are encouraged to take a moment of prayer to put this ministry in the hands of God.
 - There is an optional blessing at the front of the binder. If you'd like, the chapel with the tabernacle is available for a moment of prayer before beginning.
- Make the coffee.
 - Directions for operating the coffee maker are near the machine and in this binder.
 - Please plan to make 2 pots of decaf, 3 pots of regular, and 1 pot of hot water. Use 1 cup of coffee grounds per pot. Leave them on the machine to warm. You can either fill the dispensers before Mass starts, or right before people come downstairs.
 - Pull out the three coffee dispensers from the bottom cupboard (regular, decaf, hot water).
- Cover tables with plastic table cloths (if using)
- Set up the center table by putting out:
 - White mugs and plastic juice cups
 - The donation basket and sign, and a basket with a broken sugar packet or stirrer to show where to put small trash items

- Napkins and coffee stirrers
- Food that can be set up at room temperature (covered)
- Tea bags, hot chocolate packets, sugar packets and local sugars
- The frame describing the St. Pius X coffee hour and sign up for any interested in volunteering.
- Prepare the pitchers and set them in the fridge to chill.
 - Pour 1-2 pitchers of water, 2-3 of juice
 - Pour half and half in two mini pitchers
- (Optional) If possible, check in with the lector at 9:20. Make sure they know that coffee hour is happening, and ask the Deacon or celebrant to remind people before the final blessing (many families arrive after the initial announcements.)

During Coffee Hour:

- Plan to come downstairs after Communion, or right at the final blessing to place last items out:
 - The chilled pitchers of water, juice, and creamer
 - Pour the coffees and hot water into their respective dispensers (if not done before Mass), and set them out.
- Periodically check on anything that needs refills/trays that need consolidating/etc.
- Put the dishwashing tray on the counter opposite the table, to let people know where to put dirty dishes/plates, and turn on the dishwasher.
- Take time to chat with people, especially anyone elderly, very young, and those who may not be connected with anyone yet.

The welcome and time spent together is the most important aspect of hosting:

"May the church be the place of God's mercy and love, where everyone can feel themselves welcomed, loved, forgiven and encouraged to live according to the good life of the Gospel. And in order to make others feel welcomed, loved, forgiven and encouraged, the church must have open doors so that all might enter. And we must go out of those doors and proclaim the Gospel." —Pope Francis

To clean up:

- Wash the dishes (mugs, glasses, dishes, utensils, sugar bowls, etc.) in the dishwasher (technically a sterilizer).
 - Use the red switch to fill it with hot water, and push the green button to do the sterilizing (~5 min)
 - Let the dishes cool, then dry and put them away. The coffee dispensers might need to air dry. Other than that, do not leave anything out in the kitchen). Put a paper towel in each coffee pitcher to absorb extra moisture.
 - Mugs can't be stacked two on top of each other. The top shelf only can handle the weight of one row of mugs. The bottom row can have two of the plastic trays stacked with one mug per compartment (see photo below).
- Do a general clean-up
 - (If using) Wipe plastic table cloths first so they can air dry before you put them away.
 - Wipe down tables, chairs, and countertop with a cloth and natural spray which is under the sink.
 - Make sure everything is put back in its place (teas, extra napkins, etc.), and the countertops are clear.
- Take care of the refuse:
 - Recycling goes in the roller that's off of the hallway, near the brooms and utility closet.
 - The garbage goes in the dumpster behind the church. It can help to consolidate bags, since there might be trash from all four bins.
 - Compost (extra fruit, coffee grinds) can go in the compost "cone" that is next to the dumpster. Alternately, it can go home with you if you have a compost bin

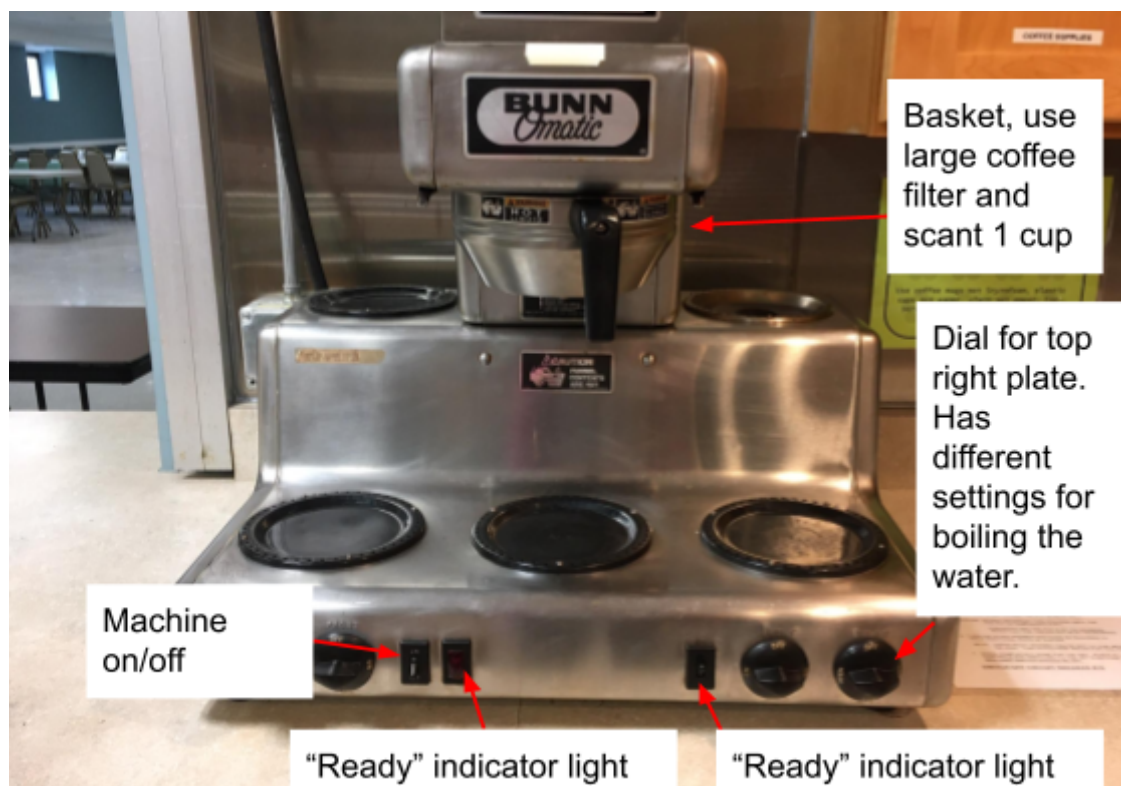
- Manage the donations/receipts
 - Collect donations from the basket and put your name at the top of any receipts you'd like reimbursement for.
 - Log the donation amount in this binder.
 - Label an envelope with "Coffee Hour" and your name.
 - Clip the envelope to the inside of the parish office mailbox, right next to the front door.
- "Close out" the kitchen:
 - Turn off the coffee pot and dishwasher.
 - Assign someone to take home dirty rags to clean
 - Turn off the coffee pot breaker and all the lights.
- Please take note on the inventory sheet (in this binder) and let the following week's volunteers or the coordinators know of any supply that needs restocking.
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Communal "Pet Peeves" to avoid:

The kitchen is a communal space, used by parishioners across multiple ministries. People notice (and comment) when something is amiss (and we've all been there!).

Here is a short list of things to please double check before leaving:

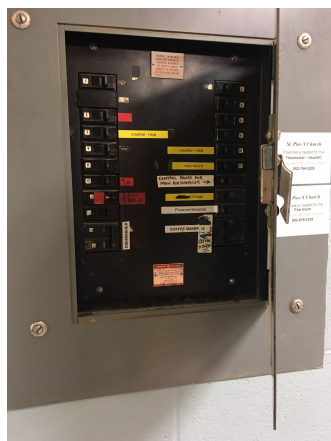
- ☐ **Is the coffee breaker turned off?**
- ☐ **Is all trash brought out?**
- ☐ **Is each trash bin lined with a bag?**
- ☐ **Are the mugs put away in one row (not stacked)? One layer of mugs on top shelf?**
- ☐ **Is the donations/receipt envelope labeled?**
- ☐ **Are the lights turned off?**



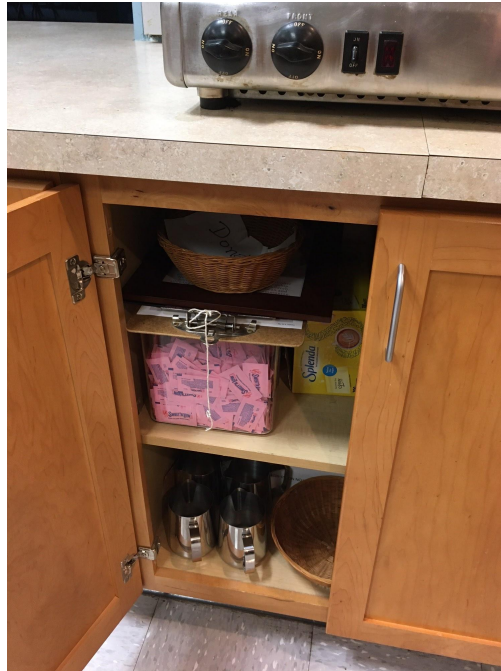
Coffee breaker must be turned on/off.

Be careful that the filter doesn't fold over.

Coffee dispensers can be finicky, but the set-up is straightforward.



Set-up however you'd like! This picture is just a general idea. The sign up and St. Pius X photo are currently stored with the sugars. The utility door in the rear of the hall can be used for overflow non-perishables (please let people know if you put anything in there).



To wrap up:

Use the sanitizer for dishes, the green cone for composting.

Trash goes in the dumpster out back. Recycling in the big bin near the broom closet.

Clearly label an envelope with the donations and receipts, and put clip it to the inside of the mailbox near the Parish Office front door.

