

St. John's Church Coffee Hour Guidelines *(revised 01/23)*

"For where two or three have gathered together in My name, I am there in their midst." Matthew 18:20

Every Sunday one or two St. John's Church parishioners/families host the coffee hour, held in the Parish Hall, after the 7:30am and 9:30am services. This is a time of fellowship and an opportunity to welcome visitors every Sunday. There is a Coffee Hour sign up sheet on the table in the Parish Hall and also a SignUp Genius link on the Worship Ministries page of our website stjohnsmaui.org or please call Janet in the office: 808-878-1485. If there are two different hosts for each service, please consider coordinating with each other to prevent excess leftovers or duplicate efforts.

Mahalo for volunteering. Please read over these helpful coffee hour host instructions and if you still have questions prior to Sunday morning, email Janet Makua at janetmakua@gmail.com.

Amy Shim and Gloria Lau take care of the brewing of the coffee and hot water and put out the tea/coffee supplies and tablecloth before the 7:30 service. Other members will assist in the clean-up.

HOST SETUP:

- Provide simple snacks for approximately 30-50 people per service plus one 1 quart of half & half per week if needed (call/text/email Janet on Friday before). Muffins, cookies, cake, fruit, cut veggies, cheese, crackers and finger sandwiches are all good ideas. Please try to avoid snacks that are individually packaged in plastic. Local fruit and produce is always a great idea to both support local farmers, offer a healthy option for our keiki, and minimize packaging.
- Bring above items to the kitchen prior to the service, plate, and place on table in the hall. (The kitchen cabinets are well-labeled to locate all supplies)
- If you need to use the oven or stove for your preparations, please be sure that the stove knob stays on PILOT. Please **NEVER** turn it to off as relighting the pilot is very difficult.
- To minimize what ends up in the landfill, please use the small ceramic plates, mugs and silverware that are in the kitchen or compostable paper plates and napkins. *(Please avoid using plastic or plastic coated plates and single use disposable silverware. Most of the "green products" or plant based plastic products cannot actually be composted here on Maui. As well as helping our island home, this will also save the church money.)* Psalm 24:1-2 *"The earth is the LORD's and all that is in it, the world, and those who live in it; for God has founded it on the seas, and established it on the rivers."*
- Set out the small square cloth napkins located in the Napkins drawer on the table. Set the "Dirty Napkins" basket next to the Dirty Dishes tray on the coffee counter.
- Open the two stainless waste sorting stations in the parish hall (green switch inside the lids) so that people can properly sort their own food waste, landfill waste, compostables and recyclables.
- Fill one pitcher of water for drinking and place it on the table or counter with a stack of the small reusable blue and green plastic cups.

HOST FACILITATE:

- Be a welcoming, inclusive host.
- Make a special effort to foster conversations, introduce new faces and make connections for them with other parishioners.
- Stay until the last guest has left.

HOST CLEAN UP:

Clearing

- Clear all items from serving table to kitchen (including the tablecloth if soiled, otherwise shake it out, after 9:30).
- Wipe off the round hall tables and chairs, if needed.
- Straighten the chairs - 8 per table.
- The coffee and tea supplies can be left on the counter (except any fresh dairy). Cover it with a dishcloth. (after 9:30)
- Place the trays of unused coffee cups to the left of the serving window on the counter. (after 9:30)

Leftovers

- Make sure all perishable leftover food is taken home (**NOT** left in the fridge/freezer).
- If you'd like to distribute leftovers to members to take home, please use the reusable plastic containers in the lower cabinet instead of disposable plastic bags as much as possible. Members may bring these back as they wish.
- Please seal and place dry goods that can be reused for future coffee hours near the coffee mugs.

CLEAN UP CREW:

Coffee Pots (after 9:30 only)

- Unplug the coffee and hot water pots.
- Empty the coffee and water and rinse each pot (remember not to immerse electric cord). Coffee grounds can be put into the countertop compost bin.
- Wash the coffee pot with soap and scrubber. Be sure to rinse out the soap well, otherwise the coffee will taste soapy. Turn them upside down on the dish rack to drain.

Dish-washing

- Hand-wash and towel dry any plates, trays, bowls, pitchers used for food; Return to cabinets.
- Wipe down all surfaces that were used in kitchen and parish hall.
- Rinse coffee cups from the "dirty dish" tray and place face down in the dishwasher.
- Cups and silverware have priority the dishwasher. Plates may need to be hand-washed.
- Put dishwasher soap (from cabinet under the small sink) in dispenser. Close and press normal & heat dry options. Press start and move the "Dirty" slider sign to "Clean" (after 9:30 only). The dishwasher will stop when done, and another parishioner will unload it sometime during the week.

Waste

- Check each rubbish can to be sure that no one threw away a metal utensil or cloth napkin (you'd be surprised, but it happens almost every week!)
- Transfer the food waste from the countertop compost bin and the compostable plates and napkins from the waste sorting bin to the compost bin in the yard (near the outer wall of the preschool shed, outside the preschool fence), Please place the waste in the side of the bin labeled with a plus sign (+), add a few handfuls of shredded paper and green/brown waste and turn the handle a few times. Rinse the counter top compost bin for ongoing kitchen use.
- Transfer any recyclables from the waste sorting bin to the black recycling bins located on the outside landing of the kitchen. Remove any "wish-cycled" items and place in trash. (note two locks on this door). (after 9:30 only)
- Consolidate all landfill trash into the large red barrel on wheels in the corner of the kitchen which will be taken out mid-week. If there is a special event that fills this barrel, please take the bag out to the dumpster and replace the bag from the cabinet behind the barrel. The combination code for the dumpster is located in the drawer closest to the Food Pantry door. (after 9:30 only)

Sweep/Laundry

- Sweep the floors in parish hall and kitchen if needed. (Brooms may be found in the closet closest to the kitchen door, by the dishwasher.)
- Bring home any dirty dish towels, tablecloths, and/or cloth napkins, launder them and return that week or the following Sunday to the church kitchen. If you are unable to do this, just leave the linens on the kitchen table and someone else will wash them. (after 9:30 only)

Locking Up

- Check windows of the hall to be sure they are all closed and locked.
- Turn out all lights and lock doors if you are the last person in the Hall. If you don't have the hall key, you can lock the main door from the inside (2 locks) and exit through the door by the bathrooms. That door can be locked by turning the knob and pulling it shut firmly from the outside.

Mahalo for being a part of this vital ministry. We really appreciate you!

"For you shall go out in joy, and be led back in peace; the mountains and the hills before you shall burst into song, and all the trees of the field shall clap their hands." Isaiah 55:12