

## Chestnut Level Presbyterian Church

### ***Coffee and Snack Fellowship Preparations***

1. The purpose of this document is to explain procedures for preparation of foods for the Coffee and Snack Fellowship time, designed to occur immediately following the 8:00am Sunday Worship Service and before Sunday School classes. The purpose of the coffee and snack fellowship time is to encourage fellowship and attendance for the Sunday School program. The snack portion is presently scheduled for a September-early June cycle. The remainder of June, July, and August months are for beverages only.

2. The Fellowship Time is scheduled to start generally at **9:00 A.M.** and last for at least twenty-five minutes. Fellowship Time should conclude at about 9:25 A.M. in order for people to go to their respective Sunday School classrooms.

3. The responsibility for the breakfast foods rests upon various Sunday School classes and church entities. The schedule is intended to assign responsibility to a group for a full month (first Sunday to last) and is presented below. Each group should select a coordinator from among its members.

<b>January – 3<sup>rd</sup>-5<sup>th</sup> Grade Classes</b>	<b>July – Beverages Only</b>
<b>February – Jr./Sr. High Classes</b>	<b>August – Beverages Only</b>
<b>March – Deacons</b>	<b>September – Session/Trustees</b>
<b>April – Ladies Fellowship Bible Class</b>	<b>October – Chancel Choir</b>
<b>May – God’s Girls Class</b>	<b>November – Grace 202/Salt and Light Class</b>
<b>June – To be announced</b>	<b>December – In His Steps Class/Men’s Bible Class</b>

4. The procedures are as follows:

4.1. An individual volunteer will have already arrived prior in order to start brewing coffee and it is not the responsibility of the group to prepare the coffee or hot water. **Therefore, the remainder of this section is FYI:** We use the 30cup urn for hot water and the 100-cup urn for coffee. Each person responsible for the coffee should ensure that enough is available for the following week. If not, either purchase more for the following week. Creamer and sugar/sweetener are also to be maintained in like manner. The coffee is stored in the cabinet below the coffee pot. Please apply nine scoops of grounds for each brew batch. Either use spoons from the kitchen or plastic stirring sticks.

4.2. The snacks may be any assortment of fruits, doughnuts (or danishes, muffins, bagels, etc.) or nearly any simple breakfast food (see suggested list and amounts needed at end of document). Paper goods and utensils are already provided, usually found in the front cabinet below the serving counter or in the kitchen. NOTE: While it is good to have an assortment of foods, please be careful not to provide an excess of food. Quantity is not the goal of this fellowship time, but rather simplicity.

4.3. For juice cups, do not pour them to full, but rather pour them to half-full. The children will be carrying their drinks to their respective classrooms and should carry half-full cups to reduce spillage.

4.4. Prepare ahead of serving time several cups of hot chocolate, using the suggested quantity of mix from the hot chocolate mix canister to  $\frac{3}{4}$  cup of hot water. Helping to prepare this drink enables the line to keep moving, especially with the children.

4.5. One other responsibility is to clean up the area, either after the fellowship time or after Sunday School. Do not empty and clean the large coffee pot as that will be taken care of by a volunteer.

4.6. If there are questions, contact Fellowship Co-Chairs, Vonnie McLaughlin and Barbara Miller.

**Suggested items for Snack Fellowship** (plan to serve 120+ people and adjust following as needed!):

1 Gallon Chocolate Milk

1 Gallon Fruit Juice

4 Boxes of Doughnut Holes

2 Coffee Cake/Baked Goods

2 Dozen Bagels/Muffins and Spreads

Finger Fruit (grapes, bananas, oranges, apples, etc.)

**Thank you so much for being a part of this wonderful ministry at Chestnut Level!**