

St. Spyridon Greek Orthodox Church Fellowship and Coffee Hour Guidelines



Thank you for offering coffee hour on _____. Your time and generosity are truly appreciated. The following are guidelines and suggestions:

- Allow yourself plenty of time to set up. The coffee will be prepared but if you do not see the coffee urn filled with a filter and coffee, please notify a Philoptochos or Parish Council member. **Do not press the red button.** Mr. Michael Strongylos will take care of the coffee. When the coffee is ready, and if Mr. Strongylos is not available, please pour coffee into at least 4-5 coffee pots which can be found near the coffee maker or in the Philoptochos cabinet. As you see the parishioners entering into the hall you should start pouring the coffee. Usually about 200 people attend coffee hour. **Also, please hold back a food item of your choice for the Sunday School children (about 60 children) as they will join us around 12:15.**
- Set at least 15 round tables plus 2 long tables for the food line (usually already set). The linen tablecloths are in the Philoptochos cabinet facing the book store. Please only use the ivory linens. Please find a board member if the cabinet is locked. At the end of coffee hour, please collect the tablecloths and put them in the blue and white laundry sack provided by Mission Linen. This service was put in place to alleviate the burden and inconvenience of you having to wash, iron, fold and return all the tablecloths in time for the following Sunday. **If you are able to contribute an additional \$25 to offset the weekly cost, it would be greatly appreciated.** Please write the check to Philoptochos along with the collected donations.
- For your refreshments, try and keep them simple and light. Some suggestions are fresh fruits, veggies, cookies, croissants and bagels. Fruit juices are great for the non-coffee drinkers. I will inform you of Fasting days; suggestions are nuts, hummus, veggies, dried and/or fresh fruit, chips & salsa and salads. Feel free to use the refrigerator.
- Please make sure you plate your food items on your own platters and do not forget serving utensils if needed. If you use anything from the kitchen, please wash and return it **including the coffee pots.**
- Donation baskets should be set out at each end of the food line table as these funds will go to the many ministries of Philoptochos and the needs of the parish organizations. Please collect the donations and write a check payable to St. Spyridon Philoptochos and mail in the self-addressed envelope (found in the cabinet by cups). Alternatively, I can collect the donations and give to our Treasurer. If you are offering coffee hour as an organization from our church, please keep the donations collected from the baskets for your organization.
- Paper plates, cups, napkins, plastic utensils, cream and sugar will be supplied by Philoptochos and can be found in the Philoptochos cabinets. If you would like to bring your own for a certain theme, that is fine but not necessary.
- It is recommended to have 2-3 people to help you. If your food items do not need to be served, **please ask the parishioners to enter on both sides of the table so the line moves smoothly.**
- Please discard all containers, boxes, etc in the trash and put the trash in the outside bins located in the rear of the kitchen (by the alley door). If you have items that can be recycled, please put them in the recycle bins outside.
- Please make sure the hall and kitchen are left clean.

Thank you again for your generosity and please feel free to call with any questions.
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