



# ST. SPYRIDON GREEK ORTHODOX CHURCH

## LADIES PHILOPTOCHOS SOCIETY ANTHOUSA CHAPTER

3655 Park Boulevard, San Diego, CA 92103 • Tel.: (619) 297-4165 • Fax: (619) 297-4181



### Coffee Hour Guidelines

Allow yourself plenty of time to set up. The coffee will be prepared by a Parish Council member. If you do not see it prepared, please notify a Parish Council member.

Usually about 150 people attend coffee hour. **During the Sunday School session, please hold back something for the Sunday School children (about 60 children) as they will join us around 12:15. Not applicable for the summer.**

Set at least 12 round tables plus 2 long tables for the food line (usually already set). **The tables do not need linens any longer but will need to be wiped down with a damp cloth with soap after fellowship.**

Some suggestions for your food items are fresh fruits, cookies and bagels/cream cheese. Fruit juices are great for the non-coffee drinkers. I will inform you if your day falls on a Fasting day; some suggestions for fasting days are bagels, peanut butter and jelly, nuts, hummus/pita chips, veggies, dried and/or fresh fruit, chips & salsa and bean dishes and salads. Feel free to use the walk-in 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**, by using the dishwasher.

Donation baskets should be set out at each end of the table, as these donations will go to the many ministries of Philoptochos and the needs of the parish organizations. Please count the donations and write a check for that amount payable to "St. Spyridon Philoptochos" and you keep the cash collected. Alternatively, I can collect the donations and give to our Treasurer if she is available. If you are offering coffee hour as an organization from our church, please keep the donations 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.

It is recommended to have at least one person 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 blue recycle bins outside.

Please make sure the hall and kitchen are left clean and if you are last to leave, please make sure lights are turned off, air conditioner is turned off and doors are locked.

Thank you for your generosity, and please do not hesitate to call with any questions.

Christina Vassos  
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