



Three Easy Steps to Hosting Coffee Hour at Sts. Constantine & Helen

1. Determine a Date on which you'd like to host Coffee Hour
2. Contact Lynn Fikaris at (440) 449-6651 or at lfikaris@yahoo.com to secure your date.
3. Determine what you'll need for your Coffee Hour:
 - Coffee (coffee is provided by the church) Plan to arrive early to prepare. Turn coffee urn dial to 10 to begin the process. The urn needs time to heat up, do this first thing. When needle is in the 'Brew' area, you're good to go. Left side for decaf, Right side for regular. Orange coffee bags typically denote decaf. Place large coffee filter into basket atop urn and add one bag of coffee. Swing brew 'head' over basket, and press brew and cover. Each urn takes about 7-10 minutes to brew.
 - Buy Donuts or buy/prepare similar treats. What you serve is up to you. Don't feel that this it needs to be extravagant, simple is best and easiest. Ask Lynn for advice.
 - Donuts may be purchased at Amy Joy Donuts (5211 Mayfield Road, Lyndhurst) 440-442-9733 or Dunkin' Donuts (5790 Mayfield Road, Mayfield Hts.) 440-461-3500 .
 - Call at least 24-hours in advance with your order, mention Sts. Constantine & Helen and they'll give you a discount.
 - Order 10-12 dozen donuts (approximately) It's a good idea to cut the donuts in half to serve
 - A reduced order of 8-10 dozen donuts should be good in the summer.

Other Items:

- One gallon of Milk
- Two gallons of Fruit Punch (or something for the kids)

Main Table for Adults and Children's Table for should already be setup. Setup two coffee stations at each end.

The Church will supply all paper products (cups, napkins and plates). The supplies are in the pantry in the kitchen or in the storage room next to the kitchen. Sugar, non-sugar sweeteners, stirrers, non-dairy creamer bowls for milk/sugar are supplied and should be near the coffee urns.

The coffee hosts are responsible for the following:
Cleaning the kitchen- including coffee urns, utensils and tables.
Turning off coffee urns and stoves.

If there are any questions or further information is desired, please



Please remember that a 40-Day Memorial Service may come up at the last minute. We appreciate, in advance, your understanding when or if your date needs to be rescheduled. Thank You!