

COFFEE HOUR INSTUCTIONS – Updated February 2015

Overview

Coffee is usually served in Parish Hall. On holiday weekends when attendance is low and on Sundays when Parish hall is being used for special events, coffee is served in the Gathering Space (the hallway between the Sanctuary and the Kitchen). **PLEASE ARRIVE ONE HOUR PRIOR TO WORSHIP.**

Shopping List-Coordinate with anyone else who is serving coffee with you. You need to purchase the following or use unspoiled leftovers marked “WPC” in the refrigerator in the Kitchen:

- 1 Quart creamer or milk
- 2 Gallons of juice
- Variety of bite-sized snack items (donut holes, cookies, coffee cake, mini muffins, fruits, veggies). Four-six different items are usually enough. Keep in mind that we have lots of kids who love kid-friendly foods. Whatever you bring will be consumed and enjoyed!

Turn ON the heater on the coffee maker as soon as you arrive, unless it has already been turned on by the choir. The coffee maker takes about 15 minutes to initially warm up before coffee can be made. A GREEN LIGHT indicates that it is ready to brew.

Gather the following Items from the Gathering Space Closet:

- 6 Coffee AIRPOTS.
- Coffee Pouches (6 caffeinated and 2 decaffeinated).
- Tablecloths (4), coffee cups (100), juice cups (30), sugar and sugar substitute packets, tea bags, stirrers, napkins.

Gather the following items (4 of each) from the Closet in the Kitchen:

- Pitchers for creamer/milk
- Bowls for sugars, Glasses for stirrers, Saucers for under the spouts of coffee pots
- Basket (only 1) for tea bags.

Gather the following item from the cabinet under the Coffee Maker:

- One pot labelled HOT WATER.

How to Use Coffee Maker and Brew Coffee

- Remove pump from AIRPOT and place it on the Coffee Maker
- Remove the coffee basket
- Place a filter in the basket
- Open and pour ONE coffee pouch into filter
- Insert the basket back into the coffer maker
- Press BREW.
- When coffee stops dripping, remove the basket, toss out the used filter.
- Replace the pump into the AIRPOT.
- Continue this process until all AIRPOTS are filled.
- Fill the HOT WATER pot for tea using the “hot water” lever on the coffee maker.

Set Up for the CHOIR before they break at 9:45 (they usually set up themselves before practice)

- Place 1 pot caffeinated and 1 pot decaffeinated coffee on one of the tables in the Gathering Space.
- Set out 1 pitcher of creamer, 1 bowl of sugar packets, 1 glass with stirrers and 20 coffee cups.
- When you leave the service to finish setting up for the Congregation, pick up these items. You can use this coffee if the pots are full enough or empty and make additional coffee.

Set Up for CONGREGATION before service begins

- Cover tables with tablecloths.
- Set out sugars, stirrers, tea bags, saucers for 5-6 pots.
- Set out snacks and coffee pots before you go to the service.
- After service, set out pitchers of creamer and fill juice cups (half full).

Clean Up

- Return all unused paper goods, tea bags, stirrers, and coffee packets back to the PROPER BINS in the Gathering Space closet. DO NOT LEAVE ANY UNUSED COFFEE PACKETS IN THE CABINET BELOW THE COFFEE MAKER.
- Empty coffee pots. Rinse thoroughly. Return to Gathering Space closet.
- Pour out leftover hot water. Rinse out pot and return to cabinet under coffee maker.
- Pour out pitchers and empty platters. Wash dishes and return to Kitchen closet.
- Whatever you decide to leave at church for the following week's Coffee Hour should be marked WPC and put into the refrigerator (we share the refrigerator with Kiwanis, St Matts and other organizations that use our kitchen). Masking tape and markers are in the towel drawer next to the Kitchen sink.
- Take home the tablecloths, wash and return to church sometime before 9:00 the following Sunday.

POSTSCRIPTS

- If you desire reimbursement for your expenses, please submit receipts to Frank Mabley, 15 Millstone Road, Wilton, CT 06897, email: fmabley@optonline.net, phone: 203-762-9584.
- Please check all supplies before you leave. If you find that any supplies are running low, please contact Dave Hull (davidhull1028@gmail.com) or Berta Hull (bertahull@gmail.com).
- ***If we miss seeing you on Sunday, we sincerely thank you for preparing and serving coffee this morning. Coffee Hour is an important part of our Sunday morning service. We hope you have enjoyed this experience. We welcome your feedback.***