

COFFEE HOUR INSTRUCTIONS

Updated September 2023

PLEASE ARRIVE ONE HOUR PRIOR TO WORSHIP

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*).

WHEN YOU ARRIVE, IF THE GREEN "READY" LIGHT IS NOT ON, ASK THE CUSTODIAN FOR HELP. The coffee maker takes about 15 minutes to initially warm up before coffee can be made. After brewing each pot (approx. 5 minutes), wait until the READY light is ON again before brewing the next pot.

SHOPPING LIST-COORDINATE WITH ANYONE ELSE WHO IS SERVING COFFEE WITH YOU

You need to purchase the following:

- 1 Quart creamer or milk
- 1 Gallons of juice
- Variety of bite-sized snack items (*donut holes, cookies, coffee cake, mini muffins, fruits*). 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!

THE FOLLOWING ITEMS ARE LOCATED IN THE CABINET UNDER THE COFFEE MACHINE:

- AIRPOTS
- COFFEE POUCHES
- COFFEE FILTERS

NOTE: The cabinet under the coffee machine is locked. The key is hanging on lanyard in the Gathering Space supply closet, directly inside the door on the right-hand shelving.

THE FOLLOWING ITEMS ARE LOCATED IN THE SUPPLY CLOSET IN GATHERING SPACE:

- Tablecloths (3), coffee cups (50), juice cups (20), sugar and sugar substitute packets, tea bags, stirrers, napkins
- **Dish cloths and dish towels – DO NOT LEAVE THEM IN THE KITCHEN. WASH THEM AND RETURN THEM TO THE CHURCH WITH THE TABLECLOTHS.**

THE FOLLOWING ITEMS (4 OF EACH) ARE IN 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

HOW TO USE COFFEE MAKER AND BREW COFFEE

- Remove pump from AIRPOT and place AIRPOT on the Coffee Maker below the filter basket
- Remove the filter basket
- Place a filter in the basket
- **Open and pour ONE coffee pouch into filter**
- Insert the basket back into the coffee maker
- Press BREW.
- When coffee stops dripping (approx. 5 minutes), remove the basket, toss out the used filter.

- Replace the pump into the AIRPOT.
- Wait until green READY light is ON before pressing BREW for next pot.
- 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

- Cover tables with tablecloths.
- Set out sugars, stirrers, tea bags, saucers for 3-4 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, cups, sugar, coffee packets, etc. back to their PROPER BINS.
- Empty coffee pots. Rinse thoroughly. Return to cabinet under coffee maker.
- Pour out leftover hot water. Rinse out pot and return to cabinet under coffee maker.
- **LOCK** the cabinet under the coffee maker and return key to the Gathering Space supply closet.
- Pour out pitchers and empty platters. Wash dishes and return to Kitchen closet.
- **DO NOT** leave any leftover food or drinks in the refrigerator. It will get thrown out on Monday.
- Take home the dish cloths, dish towels and tablecloths, wash and fold them and return to church sometime before the following Thursday. **DO NOT LEAVE DISH CLOTHS AND DISH TOWELS IN THE KITCHEN.** If the office is locked when you return them, you can leave them on the chair outside the office.

POSTSCRIPTS

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. If you have any questions or concerns please contact Berta Hull at bertahull@gmail.com