



SUNDAY COFFEE HOUR PROCEDURES

Your Reminder: I am serving coffee on _____ (fill in date here)

***Plan to be in the kitchen by 9:00 (for coffee after 10:00 service).**

*** Bring 1-2 Quarts of half and half and any food that you'd like to serve.**

Please know that Coffee Hour snacks and baked goods are optional.

It is all about the Fellowship!

BEFORE THE SERVICE:

1. **FIRST** – turn the knob on the coffee urn to “8”. It takes at least 35 minutes for the water to heat up. The gauge needs to be in the blue. *Refer to the clipboard next to the coffee machine for brewing instructions.*
2. Prepare 2 Rubbermaid pitchers of lemonade for the kids table, and 1 pitcher of ice tea to serve dependant on season (and if there is a 5 o'clock service-kids are a minority at 10AM service). During summer you may need additional lemonade and ice tea. (store in fridge until after service). Pitchers are located in the upper cabinet to the right of the prep sink. Lemonade and ice tea mix are located in the upper left cabinet to the left of the sink.
3. Remember snacks are optional for the 11:00 Coffee Hour. If you choose to bring snacks, place them on the table in front of the kitchen “window”. Tablecloths are located in a (labeled) drawer under the counter. You might want to put some “kid-friendly” snacks on the table with the lemonade.
4. Take out and fill sugar and cream servers from the uppermost right drawer under the counter.
5. Set out clean coffee mugs on the table against the wall to the left of the kitchen. Place a cart near end of table with sign that says dirty cups. Coffee cups are in the left cupboard on the stove wall.
6. Complete steps 1-5 of the “brewing coffee” instructions. Plan on 2 half batches of regular and 1 half batch of decaffeinated for after the 10:00 service. Water for tea will be heated and available via the middle spout of the coffee machine.

We have had some trouble with coffee grinds seeping into the coffee. To prevent this, we have been brewing two half batches in order to get a full one. Also, wet the top of the filter and make sure it “sticks” to the side of the basket. Make sure that the coffee is spread evenly and flat in the basket.

AFTER THE OFFERTORY :

1. Set up the Coffee Carafes: White for Decaf and Black for Regular. If you choose, you can heat the carafes with some hot water via the middle spigot. * Remember to dump out* Regular coffee will require you to make a second half batch. One half batch of decaf is enough. (Summer: ½ batch of each should be plenty).
2. Fill 1-2 carafes with hot water for tea (carafes are stored in bottom left island cupboard). Take cream out of the fridge. Take out sugars, stirrers and tea bags. Place cream, stirrers and sugar at the right end of the counter to allow the line to move faster. Place a small flat plate on the counter for used stirrers, sugar bags and tea bags.
3. Set out pitchers of ice tea & lemonade ~ pour about 10 cups.
4. During a break, turn on the dishwasher. It is important to turn on (2) components in order and turn off (2) components in reverse order.

- a. turn on *Hatco Box*
 - b. turn on the *H2O Sanitizer*
 - c. Close the dishwasher ~ You will hear the water enter the chamber.
 - d. at the end of Coffee Hour turn off the dishwasher in this order: *H2O Sanitizer then Hatco Box*.
5. Replenish coffee and drink supplies as necessary.
 6. Start to clean up the kitchen as the crowd dwindles. Thoroughly wipe the counter and all tables. Rinse carafes and wash and dry serving dishes using the sinks near the dishwasher, and return them to the cabinets.
 7. Clean the coffee machine inside and out. Drain all the coffee out into pitchers & dispose in the sink. (THERE IS NO DRAIN UNDER THE COFFEE SPIGOTS!) Then pour 2 +/- pitchers of hot water into the urn and drain that out as well (to rinse it.) Rinse the baskets.

DON'T FORGET TO TURN THE COFFEE URN HEATER OFF AND MAKE SURE DISHWASHER IS TURNED OFF!!!

THANK YOU FOR YOUR HELP IN PROVIDING THIS IMPORTANT TIME OF FELLOWSHIP! ☺