

Coffee Fellowship-Preparations

Plan on arriving a half hour before the service starts. You are more than welcome to attend church, but please come back before the final hymn to move the coffee pots out of the kitchen into Fellowship Hall. Please clean up afterwards, including coffee makers.

Checklist:

- ✓ Made regular coffee
- ✓ Made decaf coffee
- ✓ Made lemonade
- ✓ Prep table for serving
- ✓ You may if desired, NOT required!
Bring a few snacks to serve as well. A good suggestion is to get a large container of goldfish and some donuts that you can cut in half or even thirds :)

Supplies:

The tall cupboard by the dishwasher holds all the supplies you'll need to set up for coffee hour.

Making Beverages:

#1 Locate the smaller coffee maker on the back counter and place on a rolling cart. Pour water from the metal hose (by the swinging door) to make 30 cups of regular coffee. Put 1 ½ cups regular coffee (no filter needed). Please make sure to plug coffee in.

#2 Locate the other smaller coffee maker on the back counter and place on a rolling cart. Pour water from the metal hose to the 15 cup line. Put ¾ cup of decaf coffee (no filter needed). Please make sure to plug coffee in.

#3 Hot water- Please use the Bunn Coffee Pot. Use paper coffee filters (located in the cabinet below). Use the plastic pitcher and pour in 64 ounces water- For a Full Pot. Place carafe, with the pump/lid removed, centered under filter system.

#4 Lemonade- Locate 4 pitchers in the lower right cabinet under serving window. Add powdered drink mix as indicated on the can to make each 2 quart pitcher. Place in refrigerator until serving time.

#5 Extra Coffee Needed- Please use the Bunn Coffee Pot. Use Paper coffee filters (located in the cabinet below). Put ½-1 cup of coffee per full carafe. Use plastic pitcher and pour in 64 ounces of water. To brew coffee, place carafe without the lid/pump centered under the filter system. Coffee is ready instantly. Another pot can be made when the green light comes on. Please do not turn off.

Prep serving table, options:

#1 If no snacks are provided:

On long table in front of serving window, set filled lemonade cups on the end. On far end, place both coffee pots and these supplies

- Basket of creamers/sugars
- Powdered cream or dispenser
- Stir Sticks
- Wee little "garbage" can
- Styrofoam coffee cups
- Carafe of hot water
- Tea bags

#2 If snacks are provided:

On long table in front of serving window set filled lemonade cups on the end. Place treats, plates and napkins on the table. Set up coffee cart on the far wall alongside a small table with all the coffee supplies bulleted above.

**For special occasions, please
change the amount of coffee
you make. The directions are
below:**

#1 Locate a 100 cup coffee maker and place on a rolling cart. Pour water from the metal hose (by the swinging door) to make 60 cups of regular coffee. Put 2 ½ cups of regular coffee into the internal coffee basket (no filter needed). Please plug in the coffee pot.

#2 Locate the smaller coffee maker to make decaf. Fill to the 30 cup mark. Put in 1 ½ cups decaf coffee (no filter needed). Please plug in the coffee pot.

Move rolling cart into Fellowship Hall, right before Coffee Fellowship begins.

*Thanks for
volunteering!*