

# Coffee Fellowship Sign-Up and Directions



Volunteer hosts are responsible for purchasing and/or making snacks. Five plates of goodies should be adequate for each service.

When volunteering for the late service during the school year, snacks can be placed in the downstairs kitchen. Close the door and turn off the lights to discourage foragers. Unless there is an abundance of food, do not set out food for the late service until it has already begun. Hopefully, leftovers from the early service will suffice for between the services.

## MAKING COFFEE

- Plan on 2 pots of regular coffee, 2 of decaf, and 1 pot hot water for each service. (Brian Lloyd usually makes one pot each of coffee and hot water before the first service begins, but please check.) Use a decaf coffee pot for just hot water. If hosting a late service, please rinse out the pots after the early service (use the kitchen in the back on the ground floor) and make fresh pots of coffee for the late service.
- Coffee can be made about 10 minutes before the service ends, or around the time communion begins, so it is fresh. With the Bunn coffee makers, it only takes a few minutes for each pot. Make sure there are adequate napkins, plates, and cups on hand.
- Coffee currently comes in handy pre-measured packets in regular and decaf. Packets are kept in baskets on top of the counter. Just open and pour into a clean filter.
- Plug the Bunn coffee units into separate “heavy duty” outlets located to the right of each unit and turn on the switches (if not already turned on). Water already in the unit will take about 15 minutes to heat before you begin making the coffee.
- Use the plastic pitcher on the counter for measuring water or to fill a coffee pot with water. To make just hot water, place a clean, empty filter in the holder and pour cold water into the top of the unit just as you would if making coffee.
- When coffee is finished brewing, move pot to one of the warmers and turn it on. **TURN OFF warmers if coffee pot is empty or nearly empty!**

## CLEAN UP

- Please keep an eye on the waste basket so it doesn't become unsightly. Plastic trash bags are kept in the cabinet. Dispose of trash bags in the large green dumpster located in the back of the church near the playground and stone wall.
- If there is leftover food not taken home, wrap it up and store it in the refrigerator freezer upstairs (the one to the right as you face them). This means putting it in a freezer bag (above the wall microwave) and/or wrapping it tightly in saran wrap. Aluminum foil will not work. If you can, mark the date on the item. Prior to Sunday, check the freezer or call the office and find out if there are items that can be used on Sunday already in the freezer.
- If hosting the last service of the day, Leave any unused coffee in the fridge and leave a note in the room. To clean up, use downstairs kitchen to wash pots. A plastic brush is provided in the Coffee Fellowship room cabinet for this task. Remember to return this brush to where you found it. There are Handi-Wipes and Clorox wipes for your convenience in wiping down the counter/table. **Be sure you've turned off the switches and unplugged the Bunn coffee units!**



Feel free to take a copy of the directions to assist you!

