

Coffee host

The coffee maker in the kitchenette has a reservoir which always has hot water in it. The coffee maker should always be plugged in—don't unplug it. Because of this, the reservoir water is always hot and ready to go; as soon as you pour water in the top, it will begin to pour through. There is no "ON/OFF" button to brew coffee. It starts automatically.

Rule #1: Don't ever pour water into the coffee maker without having a carafe setting in place!

Aim to have the coffee service ready to go by 9:00, so as people come in for Sunday school and the first service concludes, the coffee is ready. Allow about 30 minutes to be prepared. Having it ready means everything out on the counter:

- serving carafe of regular
- serving carafe of decaf
- an additional pot of regular on one of the burners ready to refill the serving carafe
- hot water for tea in hot pot
- everything else; see below

Making the coffee

Order of operation is important!

- Pull out the coffee filter basket. Put filters in place. Make regular (caffeinated) coffee first). There is a one-half cup measure located with the coffee. Use 2 half-cup scoops of coffee for a full pot.
- Push the coffee filter basket into place.

- Put a clean and empty pot on the burner below.
- Fill a plastic pitcher with cold water to the line and pour into the top of the coffee maker. The water will automatically start to percolate through the coffee grounds.
- Turn the button on for the lower burner.
- When the coffee stops dripping into the pot. You can pull out the coffee filter basket and put the grounds and used filter in the trash.
- Note: there is a recycling bin; please don't put grounds into that recycling bin., use regular trash. Rinse the filter basket. Note: the coffee maker does not have a valve, so you cannot remove the carafe until it has stopped dripping as coffee will continue to pour out.
- Move the full carafe to the top burner and turn the button on for the burner you are using (front or back).
- Repeat making coffee using decaffeinated coffee. Use the orange-colored band carafe for the decaf
- While the decaf coffee is brewing, pour the regular coffee into the unmarked plastic serving carafe and put on the top. Pour into serving carafe when you are able.
- When the decaf is finished brewing, make an additional pot of regular. Pour the decaf into the serving carafe marked decaf.

Water for tea

Use the electric hot pot stored on the counter.

- Fill with water
- Put on plate and plug in
- Water will reach boil and then automatically turn off
- Pour into white plastic insulated pitcher and seal it shut. It's located on the counter, next to the fridge

Everything else to put out on the counter

- Serving carafe of regular coffee
- Serving carafe of decaf coffee
- An additional pot of regular on one of the burners ready to refill the serving carafe
- Hot water for tea in hot pot
- Hot paper cups
- Flavored creamer from refrigerator
- Stirring sticks
- Half and half in cream pitcher
- Sugar in sugar bowl
- Artificial sweetener
- Tea bags in wooden tea box and any additional boxes of tea bags you choose to put out
- Hot cocoa packets
- Juice and small cups
- Pastries or food if there is anything

Where things are stored

Coffee is located in the upper cabinet to the right of the stovetop, in plastic coffee tubs. Bags of coffee grounds to refill coffee tubs are located in the upper cabinet to the left of the stovetop. Bags are marked decaf/regular and dated, so be sure to refill with the opened/oldest coffee bag. ***The coffee tubs will be filled.. And there are medal cans that are easier to reach if the tubs DO need filled!**

The following items are stored in the upper cabinets opposite the serving counter.

Left cabinet: hot paper cups

Center cabinet: teas, sugar, coffee stirrers, creamer pitcher, etc.

Right cabinet: ceramic mugs. If someone wants to use these, they will help themselves. You do not need to get mugs out.

During Fellowship Hour

Refill the serving carafes as needed.

Generally, **one or two pots of decaf and at least 4 pots of regular will serve for the entire Sunday school hour.** On occasion you may need to make more coffee.

First Sunday Fellowship receptions are hosted by various committees and Sunday school classes. Some bring cold drinks and there are smaller cold cups in the same cupboard as the hot cups. They may ask for your assistance.

Clean-up

Once the second service has started, you should clean up the kitchenette. The coffee fellowship does not extend to after the second service.

- Make sure the filter basket is empty and rinsed.
- Check that all burners are turned off. The coffee maker should remain plugged in.
- Empty and rinse all coffee carafes, both brewing and serving. Leave lids off the serving carafes so they can dry out.
- Following the order of the above listings, this should read, "Empty and unplug the electric hot pot."
- Empty and wash the cream pitcher.
- Note that the sugar bowl will typically be filled on Thursday after Bible Study. to be ready for next week.
- Put all items back where they belong and counter wiped off.
- Notify the Ministry Mentor (Shirley Sanders) of anything that is low and needs to be replaced (emailing her at sandersds@comcast.net is best).