**INFORMATION FOR COFFEE HOUR HOSTS**

**(Use when attendance number for Sunday morning service is LOW)**

Coffee hour set up supplies are in the left (rolling cart) cabinet on east wall of common room and should be returned there after use. The diagram below shows how the top of the three cabinets will look when set up. Coffee making supplies and supplies for refill are in the kitchen.

Regular coffee Regular coffee Decaf coffee Condiments Mugs Mugs Goblets Water

Pump pot if needed carafe on tray on tray on tray pitcher(s)

Donation frog (put somewhere visible on top of cabinets)

**Coffee Hour Duties**:

* Arrive 30 minutes before service to set up
* Ground coffee (regular and decaf) are in the upper corner kitchen cabinet to the left of the Bunn coffee maker. Bulk sugar and creamer for refilling sugar/creamer cups are in the lower corner cabinet along with extra tea and cocoa. Filters for use with the Bunn machine are either on the countertop to the left of the machine or in the upper corner cabinet. Pump pots and carafes are stored on a shelf above the range/oven on the far side of the kitchen.
* Use Bunn coffee maker to brew 2 pots of regular coffee (to fill 1 large pump pot) and 1 pot of decaf coffee (to fill 1 carafe). Brewing a pot takes less than 10 minutes.
  + Put a pot on the lower left burner of the Bunn machine. Turn on that burner (the machine is always plugged in; do not turn on any other burners.) Put a filter and ½ c. ground coffee in the “filter holder” that slides out above the pot. Use another pot (or clear plastic pitcher to the indicated line) to dump one pot of cold water into the reservoir on the top right side of the machine (remove the lid before filling and replace the lid after filling. The coffee will start brewing automatically. While brewing, warm the pump pot/carafes by filling with hot water.
  + After coffee stops flowing from the filter holder into the pot, empty the warming water and pour the brewed coffee into the appropriate pump pot or carafe. Put the used grounds and filter in composting bucket with lid (by the trash receptacle).
* Check the pump pot and carafe during coffee hour to determine if the coffee supply should be replenished.
* Fill hot water urn located on kitchen counter with water if needed (it may already have water in it) and plug it in. Set out tray w/ wood box containing tea supplies (from coffee hour cabinet). Put out hot cocoa and cider mix envelopes if available.

After service:

* Fill 1 or 2 pitchers with ice water and put on cabinets by coffee (or make ahead and keep in fridge).
* Put out small supply of cookies (kept in cabinet with coffee mugs) on a tray. Put on table.
* Need to stay until coffee hour wraps up (about 30-45 minutes) to put away coffee hour items. Ask stragglers for their mugs/goblets.
* Pour leftover coffee from pump pots and carafe down the sink. Rinse pots and carafe, drain them upside down on towel and then return them to their shelf for storage.
* Unplug hot water urn and leave water in it.
* Empty water pitchers and dry and return to cabinet. Rinse and dry cookie trays and return to cabinet. Put leftover cookies in zip lock bag in coffee hour cabinet.
* Wipe tables and cabinet tops as needed.
* See separate instructions for using sanitizer (looks like a dishwasher) for mugs and goblets.

BE SURE THE SIDE DOOR IS LOCKED BEFORE LEAVING THE CHURCH. Greeters lock the main front church doors. Tell stragglers that they are responsible for turning off the lights.

**INSTRUCTIONS FOR USING SANITIZER FOR MUGS AND GOBLETS**

The sanitizer is not a dishwasher, so pre-rinsing or handwashing may be necessary.

Press the power button to start pre-heating the sanitizer. It takes 15(?) minutes so you may want to do this before going to the sanctuary for the service. Otherwise, turn it on as soon as coffee hour starts. Do not run the machine until its display says “Ready.”

Put used mugs and goblets (open side down), and miscellaneous other non-plastic items in the large grid tray. One is usually kept next to the sink. Others are stored under the kitchen island in the open center area. Check each mug and goblet before placing it in the tray and rinse out residue or use a sponge to remove lipstick marks and cocoa.

Slide the loaded tray into the machine. Watch the display on the sanitizer and the instructions posted on the front of the machine for further directions. After the machine completes the cycle (5-10 minutes), remove the loaded tray and place on a towel on the island or back on the area next to the sink. It helps to tip the loaded tray before taking it from the machine by lifting the front a few inches to drain the water sitting on the mugs. Dry the mugs, return them to the trays and return trays to the coffee hour cabinet. Dry the goblets and any other items and return them to the appropriate cabinets in the kitchen.

Press the power button on the sanitizer. The display will say the machine is shutting down. Do not leave until the shut-down cycle ends.

Spread damp towels and dishcloths across the countertops to be laundered by someone during the week. Or, if you choose, you may take the towels home to launder.

**INFORMATION FOR COFFEE HOUR HOSTS**

**(Use when attendance number for Sunday morning service is HIGH)**

Coffee hour set up supplies are in the left (rolling cart) cabinet (under the large urns) on east wall of common room and should be returned there after use. The diagram below shows how the top of the three cabinets will look when set up. Coffee making supplies and supplies for refill are in the kitchen.

Regular coffee Regular coffee Decaf coffee mugs blue mugs water goblets 2 water pitchers

Urn Urn Urn on tray on tray

Condiments

Donation frog

**Coffee Hour Duties**:

* Arrive 30 minutes before service to set up
* Make and brew 2 full urns of regular coffee (60 cups each) and ½ urn (30 cups) of decaf coffee. One minute per cup brewing time. Urns should be plugged in 15 minutes before the service starts in case service gets out early. Place a paper towel for drips by urns.

Directions:

1. Fill urns with appropriate amount (60 or 30 cups) of water using the gallon plaster pitcher while on the kitchen cabinet. Do not try to carry urns filled with water.
2. Poke a hole through middle of filter and put flat on bottom of urn basket. Add 3½ cups coffee grounds for 60 cups and 1¾ cups for 30 cups. Put basket lid on and plug in urn.

* Fill hot water urn located on kitchen counter with water if needed (it may already have water in it) and plug it in. Set out tray w/ wood box containing tea supplies (from coffee hour cabinet). Put out hot cocoa and cider mix envelopes if available.
* Set out condiments on trays found in coffee hour cabinet. One tray with condiments goes on the coffee cabinet; the other goes by the hot water urn. Put a donation frog in each area. Condiment resupplies are kept in the kitchen bottom cabinet right of the sink.
* Fill 2 pitchers with ice water and put on cabinets with goblets from kitchen cupboard.
* Put trays of cookies from the coffee cabinet on the table.

**After the service:**

* Need to stay until coffee hour wraps up (about 30 minutes) to put away coffee hour items.
* Unplug coffee urns, put grounds and filters in the compost bucket, and use a pot from the Bunn coffee maker to empty coffee from urns and pour it down the sink. **Do not try to carry urns with hot coffee to the sink.** Rinse out empty urns and return them to their original positions on top of the cabinets.
* Unplug hot water urn and leave. Put tea box and condiment tray back in cabinet.
* Empty water pitchers and dry and return to cabinet.
* Rinse out and dry cookie trays and then return to kitchen cabinet. Put leftover cookies in zip lock bags in coffee hour cabinet.
* Wipe table and cabinets as needed. Put drip paper towels in trash.
* See separate instructions for using sanitizer (looks like an under-counter dishwasher) for mugs and goblets.

BE SURE THE SIDE DOOR IS LOCKED BEFORE LEAVING THE CHURCH. Greeters lock the main front church doors. Tell stragglers that they are responsible for turning off the lights.