

COFFEE HOUR INSTRUCTIONS

(revised October 2000)

Please arrive at church by 9:30 AM for a 10:30 service. Bring with you:

(1) quart of milk 3-4 lbs. "generic", store brand cookies (no chocolate for indoors). Note: If you bring peanut butter/nut cookies, put them on a separate plate and label them to alert people with allergies. Enough dry powder, juice, seltzer or soda for approximately three gallons of punch.

A package of (100) 7 oz. plastic juice cups.

A package of (100) hot cups.

(1) pound regular coffee.

(1/2) pound decaf coffee.

Setup Before Service

Coffee and Hot Water

Open the Fellowship Committee supply cabinet, located under the counter opposite the doors to Fellowship Hall. Combination is 2-12-30. Get out (1) can of regular coffee and a can of decaf. Locate the large coffee pot and metal filter in the supply closet to the left of the back door of the kitchen. Also get the small pots marked "water" and "decaf" (no filters needed). Locate the service cart under the counter to the left of the dishwasher, and wheel it over to the sink. You can use this to hold the coffee while you brew it, then push it out to Fellowship Hall before coffee hour. Fill the large pot with water up to the (60) cups line (70 if you think you need a little more). Place the stem and filter inside, and spread the 1 lb. (4 measuring cups) of coffee evenly inside. Place the cover on be sure the tabs are locked into the pot. Roll the cart and the coffee maker over to the coffee maker by the side door. Place the decaf pot on the cart beside the larger one. Make (2) pots of decaf using the coffee maker on the counter. Replace the filter for each pot, putting any used grounds in the plastic container on the counter. Use (7) level scoops per pot. Be sure that two burners are switched on and leave the brewed decaf on the burners until you come down to service. (If you want, you can brew decaf in a metal pot, but don't make more than 20 cups.) Fill the "water pot" and plug it in on the counter by the stove. Be sure that the coffee and water pots are switched "on" and are brewing before you leave.

Cream and Sugar

Get out (5) sugar bowls. These are usually kept inside the fellowship locker. Fill (3) with sugar and (2) with Sweet-n-Low packets. Get out (3) creamers to be filled after the service.

Punch and Cookies

Make (6) large pitchers of punch. Refrigerate the punch during worship. Locate a medium punch bowl, ladles, and (2) serving platters in the cabinet across from the refrigerator. Arrange the cookies on the platters and place them on the highest shelf, out of kids reach. Put any extra cookies up high also.

Tables

Set up (2) tables with tablecloths from the committee locker, one for hot drinks, the other to the side for punch and cookies. Put them far enough away from the wall, so that a large group can stand behind them and others can still circulate. If there are adult study classes from 9:15 - 10:15, you will have to wait until after the class is over. Set out (100) 7 oz. Styrofoam hot cups and (100) 7 oz. cold cups. Additional cups are stored in a closet in the hall where the office is, just past the white board and to the left of the entrance to Fellowship Hall. Set out the punch bowl. Place creamers and sugars on the table.

Get (7) small plates. Place one under each spigot and creamer, and one for used tea bags. Place (3) spoons beside each pot. Get the basket of tea bags from the locker and place it beside the hot water pot.

Setup After Worship

Leave the service as soon after the sermon as possible. Fill the creamers with milk. Fill the decaf pot with the (2) pots you made from the coffee maker. If there is a large crowd, you may want to make one more pot of decaf. Unplug the large coffee pot and carefully remove the basket of grounds, putting the grounds into the special container. Wheel the cart into Fellowship Hall and place the coffee on the main table. Unplug the hot water pot and carry it out to the table. Fill the punch bowl. Set out the cookies. Use your judgment about how many cookies to put out at one time so that they don't disappear too quickly.

Serving

Keep the creamers full. Keep the tables tidy, removing used cups, napkins, etc. Be sure there are enough cups. Watch the decaf, in case you need another pot. When the cookies are gone, remove the platters. When the punch is gone, remove the punch bowl.

Cleanup

Wash and put away all serving pieces. Be sure all Fellowship Committee coffee, tea, and supplies are back in the locker. Take down tables and put them away.

Please contact your Fellowship Committee representative if you have any questions. The Committee members are: Christian Andersen, Carol Boringa, Kimberly Lynch, Jim Sheppard, Jim Hackett, Wendy Bicknell, Tom Fuerst, and Gary Clarke for 2000-2001.

From all of us on Fellowship Committee, thank you in advance for your efforts on the part of our church family!

Updated 08/10/05