

## COFFEE HOUR SET-UP

**Setting the table:** Please set up one to two rectangular tables in front of the wall area between the door leading to the parish offices and the double kitchen doors (or one there and one at a right angle to it toward the center of the hall). Please use a tablecloth to cover the tables. Tablecloths may be found in the Coffee Hour Supply Closet (a copy of these instructions may be found there as well) or in the closet directly across the hall on the left. You may also bring your own tablecloths if you so desire. Please make the table look warm and inviting if possible; a small bouquet of flowers is a nice touch. Also, please consider setting up some of the circular tables and chairs in the Parish Hall.

**Beverages:** We will always provide supplies to make coffee (regular and decaffeinated), lemonade, and tea. Please see the instructions below on how to prepare each of these.

**Coffee:** Please use the Bunn coffee maker located at the coffee station in the kitchen. For instructions on using the coffee maker, please see the guide sheet on the side of the machine. We suggest filling three carafes, using the first two as the first dispenser and the second as a backup when the first is empty. Take the first carafe to the kitchen, remove the siphon, place it in the third carafe and use it as a backup to the one now being used in the hall. Continue making coffee with the empty first carafe and so on, reusing the carafes as needed. Coffee filters are located in the drawer or cabinet below the coffee maker, or in a box the coffee hour supply closet.

**Hot tea:** Please fill one carafe with hot water from the Bunn coffee maker. Slowly pull the red Hot Water lever toward you when filling the carafe. Place teabags in a small basket (located in the coffee hour supply closet or in the cupboards opposite the refrigerator) on the serving table. Extra tea bags are located in the coffee hour supply closet or in the cabinet below the coffee maker.

**Lemonade:** Dry lemonade mix can be found in the coffee hour supply closet. Using a large pitcher (located in the lower corner cupboard by the large sink by the stove), make a gallon of lemonade following directions on the dry mix container. Stir and place in the refrigerator. Place an empty punch bowl (located in the lower cabinet to the right of the large sink by the stove) on the serving table. Please fill the punch bowl with the pre-made lemonade in the refrigerated pitcher just before the congregation enters the Parish Hall. It is a good idea to make a backup gallon, especially in the summer months. You may also wish to add ice in the punch bowl if you think the lemonade is not cold enough. Crystal Light dry mix is also located in the supply closet to use as a sugar-

free option. Please follow the direction on the box and place in a smaller pitcher with a blue top for identification. Refrigerate or use ice as well.

**Punch:** At times, sherbet punch mix may be available. The frozen punch mix will be located in the freezer. Ginger ale will be in the refrigerator. Please follow the preparations instructions on the punch mix container.

**Condiments/utensils:** Sugar, sugar substitute (Sweet N' Low or Equal), and non-dairy creamer can be found in the coffee hour supply closet or in the cabinet below the coffee maker. Sometimes half-and-half will be available in the refrigerator. Sugar, creamer, and dry creamer bowls are located in the drawer directly below the coffee maker. Lemonade cups, napkins, and other supplies can be found in the coffee hour supply closet. If a member of the Environment Committee is not available to put out coffee cups, please do so if you wish to. They can be found in the supply closet opposite the Coffee Hour supply closet. Please set out all these items on the serving table.

### **USING THE BUNN COFFEE MAKER**

For Coffee Hour, please use the Bunn coffee maker for making coffee and hot water for tea. For a typical Sunday, please make three carafes of regular coffee, one carafe of decaffeinated coffee, and one carafe of hot water. You may need to make extra carafes on highly attended Sundays. It is a good idea to put two carafes of regular coffee on the serving table (use one first and hold the second back to replace it when the first one empties) and to keep the third carafe waiting in the kitchen. The empty first carafe can then be taken to the kitchen where the siphon is taken out and placed in the third prepared carafe of regular coffee. Take the third carafe to the serving table to be back-up for the second carafe already on the table. If needed, fill the empty first carafe you just brought into the kitchen and repeat the process as needed.

1. Make sure that the coffee maker switches are in the “on” position and that the green indicator lights are lit.
2. Place a coffee filter in the each filter basket, then empty one pack of each Type of coffee desired in each filter basket.
3. Place filter baskets in coffee machine; place a carafe under each filter basket.
4. Press the “start” button over each filter basket; the carafes will fill with coffee in 2-3 minutes. The water will stop flowing automatically when the carafe is full.
5. Hot water for tea can be obtained from the hot water spout on the coffee

maker. Pull the red handle slowly; the water flows out quickly and is very hot.

### **CLEAN-UP**

Please be considerate of others by taking the time to clean up after yourself when coffee hour is finished.

Please dispose of recyclable materials in the blue container at the back of the kitchen.

A member of the Environment Committee should be available to wash the coffee mugs.

Please wash the carafes using the sprayer beside the dishwasher.

Please wash and dry all dishes, sugar and creamers, and utensils, **and return them to their proper storage locations.**

Please take home any tea towels or dish cloths that you use and wash them. Please return them to the kitchen the following week.