

Sunday Morning Fellowship Host Instructions

Presbyterian Church of the Cross

These are step by step instructions and if followed they will make the job of Coffee Host run smoothly. Also, you may want to shadow someone who is familiar with the Sunday Morning Fellowship Host duties and learn "on the job."

Thank you! - Congregational Life Committee

ORIENTATION (Please read before you begin.)

- A. Turn lights on in Fellowship Hall using panel on south wall and west side at the top of the north stairs.
- B. Kitchen and Soiled Dish Windows – Raise these windows. If soiled dish window is locked, the key marked "YI" is in the "Kitchen Maintenance Notebook" in the worktable drawer directly opposite the coffee machine.
- C. Personal Belongings – store them in cupboard (27L), which is in the aisle to the left of the windows as you enter the west kitchen door.
- D. Cupboard Locations - The kitchen is organized so that all drawers and cupboards are numbered. For example, (25L) is cupboard 25 "Lower" and (25U) is cupboard 25 "Upper." The key to unlock cupboard (8U) is found in the "Kitchen Maintenance Notebook" which is located in the drawer of the stainless steel table as you enter the kitchen. (8U) is the cupboard above the microwave.
- E. Hands – wash them in the hand-washing sink, which is in the aisle to the left of the windows as you enter the kitchen. Extra paper towels are in (27L).
- F. Disposable Gloves – found in drawer (35L), which is located under the worktable in the center of the kitchen, and should be worn when touching food.
- G. Towels – located in drawer (35L), which is located under the worktable in the center of the kitchen.
- H. Supplies – most are located in cupboard (4U) or (8U) next to the coffee machine.
- I. Extra Supplies
 - Napkins (13U)
 - Styrofoam Cups (10U) or in boxes on the floor (behind the sink) as you enter the kitchen through the west door.
 - Coffee, Tea Bags, Coffee Filters, Powdered Lemonade, Coffee Stirrers in and on top of (8U).
 - Sugars, Creamers (4U) top shelf.
- J. Coffee Warmers – located to the left of the coffee machine, in the cupboard underneath the sink by the coffee machine, and to the right of the sink that is across from the coffee machine.
- K. Stainless Steel Tea Pot (4U)
- L. Soup Bowls (2L) to use as discard bowls for tea bags, empty sugars/creamer packets, and stirrers.
- M. China Coffee Cups (17L) (18L) As you set out cups on the counter top, take empty racks to the Soiled Dishes Window to receive the cups after they have been used.
- N. Treats – in freezer (may include cookies, donut holes, and other baked goods.) Please use any leftover treats from the previous week first. *(If you can't open the freezer door, there may be a vapor lock; so go around and open the opposite door, and the original one will open.)*
- O. Coffee, Hot Tea, Sugars/Creamer, Lemonade, Water, Treats Layout Diagrams - Pink Notebook (4U)
- P. Treat Trays (38L)
- Q. Coffee/Decaf/Hot Tea Signs (4U)
- R. Pink Pig and Thank You Sign – on counter next to coffee machines.
- S. Lenten Study – see "Lenten Study Coffee Notes."

PREPARATION and ARRANGING (These instructions assume there is a two-person hosting team. One person prepares/arranges the coffee and hot tea and the other person prepares/arranges the lemonade, water, and treats.)

COFFEE - EACH COFFEE CUBE MUST BE COMPLETELY EMPTY BEFORE YOU BEGIN TO MAKE COFFEE OR YOU WILL HAVE A FLOOD. Remove the cube, and then remove the lid by tilting the handle on the right side to release the lid and check for coffee. Pour out any coffee.

- a. Obtain scissors, coffee filters and coffee packets from (4U).
- b. Slide one coffee basket out and place coffee filter into the basket.
- c. Cut open **3 packets** of “**Decaffeinated**” coffee and pour the ground coffee into a filtered basket.
- d. Slide the basket back into the coffee machine. **Make sure the coffee cube and basket are pushed in all the way.** If not pushed back completely, you will have a flood on the counter/floor. Place one of the empty packages of decaffeinated coffee over the spigot of the cube so you and others know it is decaffeinated coffee.
- e. Repeat Steps b. through d. for the other basket using **3 packets** of “**Regular**” coffee and placing one of the empty packages of regular coffee over the spigot of the cube so you and others know it is regular coffee.
- f. To turn on the coffee maker, press the **left** side of the **WHITE ON/OFF BUTTON**, which is located in the center of the control panel.
- g. Press the **left** side of both **RED WARMER BUTTONS**. Note: The round lights above the buttons will come on and stay on indicating that the warmers are on and will keep the coffee hot after it is made.
- h. Press the **left** side of both **GREEN BREW BUTTONS**. **Important: Only press ONCE.** *If you press twice, the water will automatically flow a second time and the machine will overflow.*
Note: After a short delay, all lights will be on. When the coffee is done (approximately 5 minutes later,) green lights will go out.
- i. While coffee is brewing, plug in and turn on three coffee warmers and arrange them according to “Coffee/Hot Tea Layout,” in Pink Notebook (4U.)
- j. When the coffee is finished brewing, the basket and grounds will be hot. Carefully remove the basket and carefully empty filter and grounds into the garbage can.
- k. Make more REGULAR coffee using new filters and new coffee packets. Remember: press the **left** side of both **GREEN BREW BUTTONS**. **Important: Only press ONCE.** On an average Sunday, you will need 3 cubes of regular and 1 cube of decaf coffee. Each cube holds about 25 cups of coffee.

HOT TEA - Fill the stainless steel teapot from (4U) with hot water from the coffee machine by pressing the GOLD HOT WATER button on the top, while you hold the teapot under the spigot below. The teapot is located in cupboard (4U). Refill periodically to insure water is still hot. Place tea pot and tea bags according to the “Coffee/Hot Tea Layout,” which is in the Pink Notebook in (4U).

TREATS, LEMONADE, WATER

TREATS

- a. Arrange treats on three trays, which are located in (38L), which is located under the worktable in the center of the kitchen.
- b. See “Treats, Lemonade, Water Layout,” which is in the Pink Notebook in (4U).

LEMONADE and WATER

- a. Obtain 8 plastic pitchers from (1U), which is located next to the east kitchen door. Four pitchers are for lemonade, and four pitchers are for water.
- b. Pour 4 scoops of lemonade powder from (4U) into each of the four pitchers, and fill to 3 inches from the top with cold tap water. Stir well. May be refrigerated until needed.
- c. Add ice to each pitcher of lemonade before serving and place on table.
- d. Prepare 4 pitchers with water and ice. May be refrigerated until needed.
- e. Monitor usage and make more lemonade and/or water, if needed.
- f. See “Treats, Lemonade, Water Layout.”

PINK PIG – Place on table according to “Treats, Lemonade, Water Layout.”

CLEAN UP (Leave the Soiled Dishes Window open for late returns.)

- A. Turn off coffee machine.
 - a. Press the right side of the “square” buttons under the round buttons so all the lights go out.
 - b. Turn off the WHITE ON/OFF BUTTON. Be sure the light goes off.
 - c. THERE SHOULD BE NO LIGHTS LIT ON THE COFFEE MACHINE.
 - d. Empty cubes and wipe out.
 - e. Return warmers to where you found them.
 - f. Restock supplies.
 - g. Return napkins, tea bags, creamer/sugar/sweetener sets, and cups of stirrers to cupboard (4U).
- B. Soiled Dishes Window - be sure a DARK BROWN rack is at the window for coffee cups only. Be sure a BEIGE RACK is there as well for all other dishes (pitchers, carafes, plates, etc.)
- C. Place remaining treats in a plastic bag from (29L), which is located by the sink in the northwest corner of the kitchen. Date the bag and place it in the freezer. Place the empty cookie trays on the counter by the Soiled Dishes Window.
- D. Take any **used AND unused coffee cups** to the Soiled Dishes Window and place them in the DARK BROWN racks.
- E. Empty the lemonade and water pitchers, and carafes. Rinse and place them in the BEIGE rack on the Soiled Dishes Window counter. *(NOTE: Other volunteers will wash the cups, pitchers, etc.)*
- F. Wipe up spills on Kitchen counters and Fellowship Hall tables.
- G. Put soiled towel(s) and dish cloth(s) in the blue laundry basket across from the coffee machine. *(NOTE: Other volunteers will do the laundry; please don't take them home to launder.)*
- H. Retrieve and count the money from the “Pink Pig,” and place in an envelope which is found in (4U). Record the amount, seal the envelope, and place in the Business Administrator’s mailbox slot at the far end of the church office workroom.
- I. **DOUBLE CHECK TO BE SURE:**
 - a. Any open window is shut.
 - b. Coffee machine is turned off (all lights are off).
 - c. Ice maker lid is shut.
 - d. Refrigerator and Freezer Doors are closed.
 - e. Service Windows are lowered.
 - f. Lights are turned off in Kitchen and Fellowship Hall.
 - g. Doors are closed into the Kitchen.

THANK YOU!

The Congregational Life Committee thanks you for serving as a Sunday Morning Coffee Fellowship Host. If you have suggestions that may improve the process, please write them down on the “Suggestions and Supplies Needed” form on the clipboard in the kitchen (on the counter by the microwave.) We appreciate your feedback. Again, thank you!