

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 "8U" 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 in cupboard (4U) or (8U) next to the coffee machine.
- I. Extra Supplies
 - o Napkins (13U)
 - o Disposable Cups (10U) or in boxes on the floor (behind the sink) as you enter the kitchen through the west door.
 - o Coffee, Tea Bags, Coffee Filters, Powdered Lemonade, Coffee Stirrers in and on top of (8U).
 - o Sugars, Creamers (4U) top shelf.
- J. Stainless Steel Tea Pot (4U); there is an electric tea kettle just left of the coffee brewer
- K. Mini Countertop Receptacle (2L) to use as discard bowls for tea bags, empty sugars/creamer packets, and stirrers are on counter by coffee machine.
- L. 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.
- M. 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.)
- N. Coffee, Hot Tea, Sugars/Creamer, Lemonade, Water, Treats Layout Diagrams - Pink Notebook (4U).
- O. Treat Trays (38L)
- P. Coffee/Decaf/Hot Tea Signs – on counter next to coffee brewers.
- Q. Blue Pig Jar and Thank You Sign – on counter next to coffee brewers.
- R. 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 CARAFE MUST BE COMPLETELY EMPTY BEFORE YOU BEGIN TO MAKE COFFEE, OR YOU WILL HAVE A FLOOD.** Pull spicket handle forward to be sure the carafe is empty and void of all leftover grounds.
 - 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 **2 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 carafe is open at the top and basket are pushed in all the way.** Place one of the empty packages of decaffeinated coffee over the spicket of the carafe so you and others know it is decaffeinated coffee.
 - e. Repeat Steps b. through d. for the other basket using **2 packets of Pikes Place coffee** and placing one of the empty packages of regular coffee over the spicket of the carafe so you and others know it is regular coffee.
 - f. The coffee brewer should always be ON.
 - g. Press the size of pot you wish to make. Basically, we are now able to make a third, two-thirds, or full carafes of coffee. One bag of coffee for 1/3 pot, two bags of coffee for 2/3 pot or full pot.
 - h. There is a timer for each carafe that will tell you how long is left while brewing. Following the brew cycle, the coffee will drip for approximately 2 minutes.
 - i. 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. Rinse out any leftover grounds from the basket.
 - j. Make more REGULAR coffee using new filters and new coffee packets.
Additional carafes are stored on the west wall shelves.
- **HOT TEA** - Fill the stainless-steel teapot from (4U) with hot water from the coffee machine by pressing the HOT WATER spigot in the center of the carafes.
- **TREATS, LEMONADE, WATER**
 - a. **TREATS**
 - Arrange treats on three trays, which are located in (38L), which is located under the worktable in the center of the kitchen.
 - See “Treats, Lemonade, Water Layout,” which is in the Pink Notebook in (4U).
 - b. **LEMONADE and WATER**
 - 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.
 - Pour 3 scoops of lemonade powder from (4U) into each of the four pitchers, and fill to 4 inches from the top with cold tap water. Stir well. May be refrigerated until needed.
 - Add ice to each pitcher of lemonade before serving and place on table.
 - Prepare 4 pitchers with water and ice. May be refrigerated until needed.
 - Monitor usage and make more lemonade and/or water, if needed.
 - See “Treats, Lemonade, Water Layout.”
 - c. **Blue PIG JAR** – Place on table according to “Treats, Lemonade, Water Layout.”

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

- a. Rinse carafe after each use. Remove the drip tray, pull handle forward, lift out center brewer cone, place carafe in sink, and fill with 3 cups water. While in sink, pull spicket forward until water runs clear. Empty excess water from inside the

- carafe. Wipe down, resemble carafe, and either store or prepare for brewing another carafe. Make sure there are no coffee grounds in the carafe.
- b. Restock supplies.
 - c. 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 "Blue Pig Jar," 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. Ice maker lid is shut.
 - c. Refrigerator and Freezer Doors are closed.
 - d. Service Windows are lowered.
 - e. Lights are turned off in Kitchen and Fellowship Hall.
 - f. 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!

Revised March 2023