

Guideline for Sunday Coffee Time (At least two volunteers are needed)

Provided Stock Supplies

One Exception: For each Sunday one of the volunteers needs to purchase and bring 2 liters of 3% milk. For reimbursement, place the receipt in an envelope with a note and bring it to the office.

Food brought from home is entirely optional. Consideration for special-needs diets would be appreciated. Also, please note that **LUC is a nut-free facility**.

Supplies are stored in the drawers and cupboards. They are:

- Coffee packets used for the Bunn coffee maker (1 packet per glass coffee pot)
- Paper coffee filters
- Assorted tea bags
- Apple juice (in the fridge)
- Assorted cookies (all nut free)
- Sugar and sugar substitute
- Napkins
- Dishes and cutlery
- Tablecloths, tea towels, washcloths, dish soap
- Rubber gloves and/or disposable gloves and an apron can be brought from home

Main Table Layout

- Tablecloth of choice
- Place white painted blocks on a tray at each end of the table
- Place the filled Coffee dispensers on the white blocks
- Arrange about 60 cups at both ends of the table
- Have napkins, one sugar bowl and milk server at each end
- Have two platters of cookies on the table
- Have a dish with teaspoons and an empty dish for dirty spoons (no plastic stir sticks)
- Embellishments like flowers are optional

Children's Table Layout

- Tablecloth of choice
- One jug cold water
- One jug of cold apple juice (other kind of juice is optional)
- About a dozen plastic juice glasses (far right cupboard above the sink)
- One plate of cookies
- Napkins

Sequence Guideline for Coffee Time

Before Worship Service

- Arrive by 9:55 to allow time for set-up and prep
- On arrival, plug in Bunn coffee maker and turn on top switch
- After 15 minutes make 3 pots of coffee and fill the thermos dispensers (see illustrated guide)
- Place the two white blocks (on the open shelves in the kitchen) at both ends of the larger table
- Depending on group size prepare extra coffee in a metal coffee thermos (upper cupboard)
- Place the large table in center of the room
- Set up children's smaller table near the kitchen
- Arrange food on plates and set the tables
- Fill the kettles with cold water and heat on stove at level 4 (should come to a boil during service)
- After that (around 10:30) you can join the congregation for the worship service

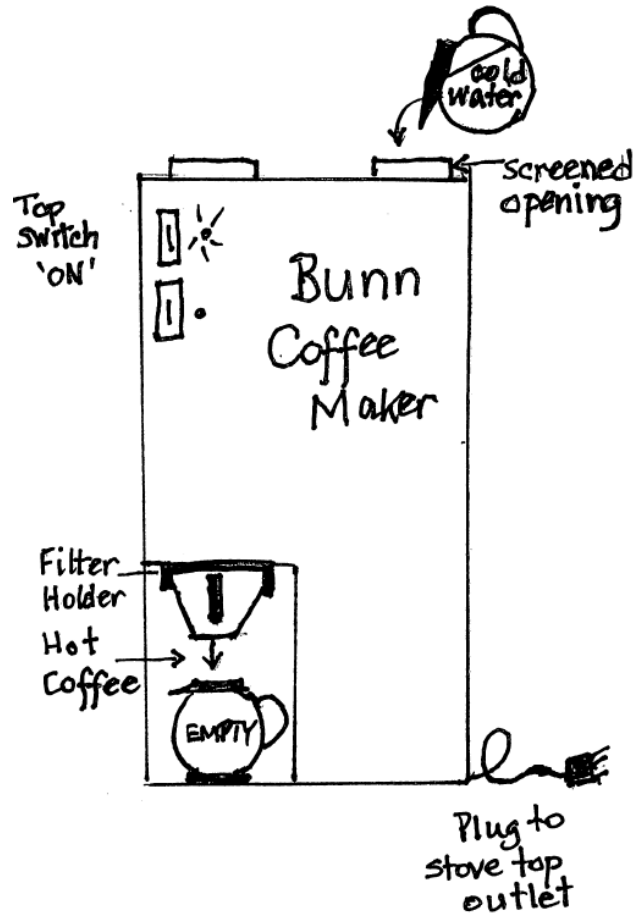
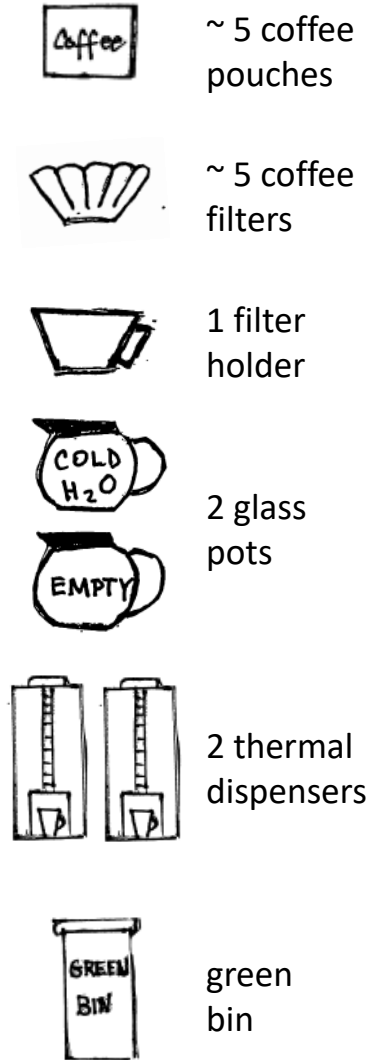
After Worship Service

- Leave worship service during the final hymn
- Make the tea in 2 thermos tea pots with 3 teabags each. (you may want to 'hot the pots' first)
- Fill jugs with cold water and juice and place on children's table
- Fill milk dispensers and place on main table
- For the first 10 minutes, have a server at each end of the table and someone in the kitchen
- Begin to make additional coffee in the Bunn to add to dispensers as needed
- Also make an extra pot of tea to use when needed
- One volunteer (the runner) should check the need for more tea, coffee or milk in the pitchers
- By 12 noon coffee/tea requests should have slowed down to a stop

Clean-up

- At your discretion, begin to wash and dry the dishes and put them away in the appropriate cupboards
- Put left-over cookies in square tin found in lower cupboard
- **Do not immerse the tall coffee dispensers in water.** Rinse them with boiling water and release it through the self-serve tap. The lid and removable cup trays may be immersed.
- Clean and tidy all counters and floor, if necessary
- Empty fridge of left-overs from the week
- Take leftover milk home
- Soiled tea towels and tablecloths should be taken home and returned for the following Sunday

Bunn Coffee Maker Instructions



On arrival (before 9:55am)

- Plug Bunn to electrical outlet
- Flip top switch to 'ON'
- Wait 15 minutes to heat up
- Place empty glass pot on bottom burner
- Put filter paper into filter holder
- Empty one coffee pouch into filter
- Slide filter into place in Bunn
- Pour cold water in screened opening. Coffee will pour down immediately
- When finished pour hot coffee into dispenser
- Place emptied pot back on the bottom burner
- Discard used coffee filter in green bin after each coffee pot, and replace with new filter and coffee
- Refill the cold water pot and repeat process

Each dispenser holds 1 ½ pots
It takes 5 minutes per pot

IMPORTANT

Always make sure there is an empty glass pot on the bottom burner before pouring cold water at the top.