

Coffee Instructions

St. David's United Church

Sunday Morning:

9:15 am Arrive and set up.

Coffee - Ensure there is a pot underneath the basket of the coffee machine. Without coffee in the basket, pour one pot of water into the coffee maker and "brew" it to get fresh water into the machine.

- Regular – Make 1 pot for those who will have a cup prior to the worship service.
- Regular – Use the small 30-cup urn and 2 styrofoam cups of coffee (need to confirm this amount). Move the urn to the refreshment table and plug it in when the worship service begins. It takes about ___ minutes for the coffee to percolate.
- Decaffeinated – 1 pot, made when the worship service ends. Use 3 to 4 level scoops of coffee per pot.

Tea - Regular tea – start with 1 pot and prepare additional pots are required.

- Ensure the kettle lid is tight so it shuts off automatically once it's boiled.
- Heat teapots. Use 1 teabag per pot and steep for 3 to 5 minutes. Remove teabag.

Juice - There are juice boxes for the children in the bottom cupboard closest to the fridge.

- Arrange a selection of juice boxes on a tray.

Snacks There are snacks for the children in the bottom cupboard closest to the fridge, by the juice boxes.

- Arrange a selection of snacks on a tray.
- There are 4 fruit loaves and a tub of Becel margarine in the fridge.
- Butter slices of fruit bread, cut them in half and arrange on platters. Cover them with plastic wrap.

Refreshment Table:

- There is a power cord at the refreshment table for plugging in the hot plate and coffee urn. If an additional extension cord is needed, there is one in the janitor's closet beside the washroom on the main floor.
- Set out the disposable cups.
- Set out the single hot plate (in the cupboard under the coffee machine in the kitchen) for the decaf coffee pot.
- Set up the small coffee urn.
- Leave space for the tea pots.
- Set out the cream / sugar / stir sticks / napkins between the coffee / tea pots and the snacks.
- Set out the juice, snacks and platters of fruit bread.
- Set out the donations can (for juice and snack donations).
- Ensure there is a garbage can near the refreshment table.

10:55 am Leave worship service when the last hymn starts.

- Make the tea and decaf coffee and set it out on the refreshment table.
- Prepare additional pots of tea and decaf coffee as required.
- Breakers are in the corner of the McDougall Room (aka the choir room). If the room is locked, Colin Outtrim knows where the key is. (or Music Director?)

12:00 noon Clean up.

- Wash coffee pots, teapots, snack platters and any other dirty dishes.
- Dispose of unused coffee and tea – don't save it.
- Return unused juice boxes and snacks to the bottom cupboard closest to the fridge.
- Re-cover unused fruit bread and leave it in the kitchen.
- Leave one cream and sugar on the counter in the kitchen.
- Wipe tables and counters and refreshment table.
- Give the donation can to someone in the church office.
- Someone else takes the tea towels home for laundering.

Supplies:

The church office will stock the small kitchen with supplies every Friday

Supplies include coffee, tea, creamer, sugar, stir sticks, disposable cups, napkins, juice boxes, snacks for children, fruit loaves, and Becel margarine. Coffee and tea supplies are in the top cupboards to the right of the sink. The disposable cups are in the cupboard below the coffee machine in the small kitchen. The juice boxes and snacks are in the bottom cupboard closest to the fridge. The fruit loaves and Becel margarine are in the fridge.

If additional coffee and tea supplies are needed, they are stored in the storage closet inside the church office. There is a key to this storage closet on the top of the cabinet in the sanctuary where the ushers' name tags are kept.

Equipment:

The coffee urns are in the cupboard below the coffee machine in the small kitchen. Teapots and jugs are above the sink. Platters are in the far-right top cupboard.

If the coffee and/or tea urns are not in the small kitchen, check downstairs in the large kitchen. Urns are kept in the cupboard to the right of the kitchen door or in the cupboard below the coffee maker (by the pass-through window).

Coffee hosts are responsible for arranging their own substitutes.

Large Volumes

Coffee:

- Detailed instructions for making coffee in the 100-cup urn are posted inside the door below the coffee machine. Usually the 100-cup urn requires 5 styrofoam cups of coffee (need to recalculate this amount).
- Do not plug the 100-cup urn in at the seniors' table corner as it is too disruptive.
- The 100-cup urn takes about 45 minutes to percolate.

Tea:

- There is a well-labeled 30-cup urn available for heating water for tea.