

Coffee Hour Routine

Arrive at about 9:30 am, bring a package of cookies, store bought or home-made, and a pint of half and half.

Plugin the coffeemaker

It takes 20 minutes to pre-heat and about 6 minutes to brew a pot of coffee. Coffee making instructions are posted next to the coffee maker.

Fill the electric kettle with water, plug it in, push the start button. The kettle will turn itself off, water will stay warm. Re-heat the water for tea.

A variety of Fair Trade teas are available in a display rack on the counter.

Coffee Hour supplies are in the cabinet labeled “Coffee Hour”

Paper napkins

extra boxes of cookies

sugar

sweeteners

stirrers

extra Fair Trade coffee and tea

Set up the serving counter with sugar bowls, sweeteners, spoons, and two trivets. Spoons are in the drawer below the counter. Trivets are in the drawer below the coffee maker. Leave half and half in fridge until after worship.

Put mugs on the counter, right side for coffee, and a few on the left side for tea. Mugs are in the cabinet next to the coffee service area.

After worship, finish set up:

Place cookies and napkins on the small plastic table in the center.

Re-start hot water kettle

Place hot coffee and decaf on trivets, half and half on serving counter.

Clean up:

Unplug coffee maker

wash, dry, put away cups and spoons

rinse coffee pots and coffee basket

empty and rinse kettle

put unused supplies away

wipe down counters and serving table

Take home or give away any left-over food.

Making Coffee

Pre-heat the unit by plugging it in at least 20 minutes before you make coffee.

Regular and decaf coffees are kept in cannisters next to the coffeemaker.

Filters are kept on the counter by the coffeemaker, extras in the coffee hour cabinet. **Note:** the coffee maker uses large, commercial sized filters.

You may start the coffee either before or after worship. Each pot takes about six minutes to pour through.

To start:

Put a filter in the basket,

Add two flat scoops of coffee to the basket.

Slide the basket all the way in, making sure it is secure.

Place an empty pot under the basket

Fill the white plastic water measurer to the top line with water.

Open the hatch at the top, right of the unit.

Slowly pour the water into the grill.

Turn on the heat switch under the pot that is filling with coffee.

When the first pot of coffee is full, place it on the serving counter, on a hot pad. Hot pads are in the drawer under the coffee maker.

Remove the basket, discard the grounds and prepare a second basket of coffee.

Make a second pot of coffee, move it to an empty hot pad, and turn the heat on under it.

For decaf, make a half pot. Use one scoop of coffee and half the water as you used for a full pot.

Most coffee hours will need two pots of regular coffee and a half pot of decaf.