

BCCUCC COFFEE HOUR DIRECTIONS

TAKE KEY—pick up in office during week if needed.

Turn on hot water—switch by sink.

Supplies to bring

- 1 lemon for tea
- 1 quart milk—1-2% is OK
- Food—normally 10-12 plates with 12-15 items each--variety of cookies, brownies, coffee cake, donut holes (kids love them), etc. Less on holiday weekends
- Centerpiece—bring a plant or flowers—or use one on top of refrigerator or on shelf

Table Preparation

- Should be three tables set up in Fellowship Hall
- Tablecloths in cupboard next to refrigerator—either use paper with 1 small cloth per table or larger print cloths.
- Hot and cold cups by door to hall
- 8 spoons on plates (to keep tablecloths clean)
- 4 milk, 4 sugar, 4 artificial sweetener (sugar/sweetener in cupboard by back door)
- Napkins—in cupboard to right of refrigerator

Coffee: It takes at least 1 hour to brew the coffee – start brewing by 9:30 AM for a 10:00 AM service, if possible. Equal amounts of regular and decaffeinated coffee will be brewed each week. Pay careful attention to the marked urns and pouring pitchers to be sure that coffee types are not mixed up. Plan to make 55 cups of each type; fill the urn with water to the halfway point between the 48 cup and 60 cup lines on the inside of the urn. Measure (using the ½ cup measure in coffee box) 3 cups of coffee per urn. Please keep track of approximately how many cups you serve (or how much you discard) so that we can modify our quantities as needed. The urns can be easily filled with water using the faucet by the dishwasher. Put one urn on cart, plug in by door into Fellowship Hall and **turn on switch.** Place the second urn on the counter to the right of the refrigerator and plug it in there (turn on the urn switch). Note that the light does not come on when the urn is switched on. After 15 minutes or so, you may want to check by carefully placing your hand on the urn to see if it is heating up, or by listening for the perking sound. Do not turn off the switch during the brewing process. The coffee is ready when the red light comes on. Use stainless pitchers (taller pitchers) to carry coffee to table.

Tea: Bring full teakettle (enough for two tea pots) to boil. Turn off just before going to church. Heat up right after church. Hang 6 bags (located in same cupboard as measuring cup) in each of 2 teapots, let steep 4-5 minutes, remove bags.

Juice: Bottles of apple juice in refrigerator—will normally use 4-5 bottles, be sure that many are cool. Use glass pitchers in cupboard to right of refrigerator. Juice supply in boxes across from refrigerator. Replace bottles used so they are cool for next time.

Clean Up: Wash and dry dishes, put items away. Take dirty towels, tablecloths etc home to wash and return a.s.a.p. as they may soon be needed for another event. Clean up kitchen and Fellowship Hall (or Vestry), taking special note to clear up any food spilled on floors or surfaces to avoid problems with insects, rodents etc.

Turn off hot water switch.

IMPORTANT NOTE:

Coffee hour people are responsible for securing the education building before they leave – i.e. walking through the entire building making sure that all windows are closed, all lights are off and all outside doors are locked. Thank you.