

## Sunday Coffee Connections Guidelines for the Church Courtyard

1) **Weather Issues:** In general, if the forecast is rain for 10 to 11 AM, coffee will move to Parish House. Call Kathy Harper at 757 784 0853 for details.

2) **Tables and garbage containers in the churchyard:** The 9:00 service ushers will place the two tables stored in the Tower in the churchyard in the semi-circle by the North Door. The 11:15 service ushers will return the tables to the Tower after that service. Two garbage containers from the church basement should be placed at each table, and returned after Coffee Connections is over.

3) **Coffee:** Each Sunday, 5 regular and 3 decaf airpots should be made. Make sure the airpots are labeled correctly, and that the orange spout decaf indicators are used.

4) **Food:** Food is to be provided by each volunteer group doing the Coffee Connection. Nancy Weaver recommends 75 donut holes, four or five dozen cookies, and three dozen mini-muffins or a comparable coffee cake. If food is to be left in parish house kitchen, specify a space such as the counter next to the coffee machine. Leftovers can be bagged in Ziplocs (in cupboard by outside door in the kitchen) or in plastic containers (in the cupboard above the microwave), labeled "Coffee Connection" and placed in the upstairs freezer. Notify Kathy Harper if there are leftovers available for the next week's coffee. Baskets for the food, coffee condiments, and donations are located on the steel shelving in the kitchen pantry alcove. Baskets can be lined with napkins.

5) **Cold Drinks:** On the bottom shelf of the new prep table in the kitchen is a large 5 gallon blue thermos with a serving spigot. Make 2 ½ gallons of lemonade, using Crystal Light, which is in kitchen pantry. Fill the thermos with ice so there is a mixture of half ice and half lemonade. Next to this thermos is a smaller one that can be used to transport iced water.

6) **Supplies:** On the bottom shelf of the middle steel shelf in the kitchen alcove is a large clear plastic box with a blue top. In the box are supplies: napkins, stirrers, cream, sugar, sugar substitute, paper towels, 2 garbage bags, cold drink paper Dixie cups, hot drink Eco-Cups, and JAVA jackets. There are also two blue-and-white checked oil cloth tablecloths, plastic knife, and a donation sign. After each Coffee Connection, the group responsible should replenish the supplies in this box. Paper goods are kept in the tall cupboard in the alcove. Notify Mike Wanless if more cups are needed. Take three stacks of hot cups and three stacks of cold cups which should total about  $40 \times 6 = 240$  cups. Stirrers, cream, sugar and sugar substitute are kept in the buffet in the Parish Hall. Garbage bags are under the large stainless prep table. If we are running low on anything, Mike needs to be notified.

7) **Transport:** The big yellow wagon is kept in the large closet across from the elevator near the Receptionist's desk. It will hold the thermoses, the airpots and the supply box if it is up-ended in the wagon. The only unimpeded access into the churchyard is from the Palace Green side of the church. The other way is to drive the supplies down to the Palace Green gate. Don't forget baskets!

8) **Clean-Up:** The wagon needs to be put back into the closet, the serving cart goes back into the kitchen, the baskets need to be emptied and put away, the thermoses for cold drinks need to be washed thoroughly and put back under the prep table with the lids NEXT to, Not on, the thermoses. The airpots need to be washed thoroughly and placed on the counter next to the coffee machine with the lids next to the pots. The airpots and the coffee pots need to dry thoroughly before being capped with lids.

## Sunday Coffee Connections Guidelines for the Parish House

1) **Setup:** Coffee is served on sideboard table in parish house. Clean top with cleaner found in upper left shelf of sideboard. Place 3 trays on top of sideboard: 1 metal for regular coffee, and 2 plastic for decaf coffee and hot water. Trays are found under the Bunn coffee maker in the kitchen.

2) **Urns:** Large urn should be used for regular, smaller urn for decaf, and Hamilton urn marked "For water only" should be used for tea. Urns are located in pantry cabinet.

3) **Coffee:** Coffee can be found in refrigerator. Use Bruton Blend Regular for Urns, which is in plastic container and Columbian Decaf for Urns, which is in a plastic bag. Depending on estimated attendance, do 48 to 60 regular cups and 25 to 30 decaf cups. Large urn has recommended amount of coffee written on coffee basket. Brew all urns on sideboard, using sideboard electrical outlets. These have been wired for the extra electricity that is required for brewing coffee, other outlets have not.

4) **Tea:** Fill urn with water and use sideboard outlet. Both Regular and Decaf Tea bags, which are either in sideboard shelves or in kitchen pantry, should be placed on sideboard, in a basket. Baskets are also either in the sideboard or in the pantry. In cold weather, add instant cocoa, which is in pantry.

5) **Sugar, etc.:** Sugar, Sweet and Low, Splenda, etc. should be in plastic containers in sideboard shelves, along with Mini Moo's. Use one basket for sugar / sugar substitutes, and a second basket for Mini Moo's. There should also be a china pitcher with stirrers in sideboard, which should be set out.

6) **Food:** Use large china plates in kitchen for food. Recommended total amount is 50 donut holes or 3 dozen cookies or a combination both. Cover food with plastic wrap. Plastic wrap and scissors are located in cupboard by outside kitchen door.

7) **Donation Baskets:** There is a sign requesting coffee donations in sideboard, along with a box that contains Bruton Blend Coupons. Place donation request sign in a basket along with one dollar. Place coupon box behind the basket.

8) **Miscellaneous:** Signs for Coffee, Decaf, and Hot Water in sideboard should be set out at appropriate urns. Napkins, which are in pantry cupboard, should also be set out.

9) **Clean Up:** Sugar and sugar substitutes should be placed back in plastic containers to minimize risk of insects. Top of sideboard should be cleaned. Urns should be cleaned and dried. Other items should be cleaned and returned to place of origin. Donations should be counted and given to either Kathy Harper or appropriate staff person, for submission to church.

Thanks for your help! It is appreciated by many people! Kathy Harper