

## Sunday Coffee Connections Guidelines for the Parish House

1) **Setup:** There will be 2 serving stations – a table for regular coffee under picture collage, and the sideboard just outside the kitchen for decaf and hot water. This should allow for faster traffic flow. Food will be served at both locations. Sexton will set up the table and will provide a cart with approximately 50 china cups. Table should be covered with blue and white checked tablecloth found in sideboard. Tablecloth needs to be placed on an angle, as it is slightly smaller than table. Move some of the cups to sideboard, and leave the cart at the table.

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. Black trays, which are found under the Bunn coffee maker, should be placed at serving stations: one for each urn to sit on.

3) **Coffee:** Coffee can be found in refrigerator. Use Bruton Blend Regular for Urns, and Columbian Decaf. Depending on estimated attendance, do 48 to 60 regular cups and 30 to 35 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. Once regular coffee urn is brewed, move it to the table under picture collage. This will probably be done around 10:10, as it takes 30 to 45 minutes for the coffee to brew.

4) **Tea:** Fill urn with water and use sideboard outlet. Both Regular and Decaf Tea bags which are in sideboard shelves should be placed on sideboard, in a china bowl.

5) **Sugar, etc.:** Sugar, Sweet and Low, Splenda, etc. should be in plastic containers in sideboard shelves, along with Mini Moo's. Each serving station should have a bowl of sugar / sugar substitutes, and a bowl of Mini Moo's. Use china serving bowls and soup dishes from the kitchen. There should also be 2 china pitchers with stirrers in sideboard. Place one at each station.

6) **Food:** Use at least 2 large china plates in kitchen for food. Recommended total amount is 75 donut holes or 5 dozen cookies or a combination both. Each station should have food.

7) **Donation Baskets:** There should be green baskets in side board with donation signs in the sideboard and Bruton Blend Coupons in a box. Place a donation basket at each station, with one dollar in each basket along with donation signs. Use larger sign for regular coffee station along, and also place coupon box there.

8) **Miscellaneous:** Signs for Coffee, Decaf, and Hot Water in sideboard should be set out at appropriate serving stations. Napkins, which are in pantry cupboard should also be set out on each station, along with a waste basket. During coffee, estimate number of people attending, and at end, estimate number of cups left in each urn.

9) **Clean Up:** Sexton will wash coffee cups and urns. Sugar and sugar substitutes should be placed back in plastic containers to minimize risk of insects. Other items should be returned to sideboard, etc. Donations should be given to Kathy Harper, for submission to church, along with attendance, and usage counts for tracking.

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

## Sunday Coffee Connections Guidelines for the Church Courtyard

1) **Tables 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.

2) **Coffee:** Each Sunday, Kathy Harper will make the coffee, and place these in airpots ready for transport to the church.

3) **Food:** Food is to be provided by each volunteer group doing the Coffee Connection. I recommend donut holes (3 boxes from Dunkin' Donuts should be plenty), four or five dozen cookies and three dozen mini-muffins or a comparable coffee cake kind of thing. 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 TJ Cardwell if there are leftovers available for the next week's coffee. Baskets for the food are located on the steel shelving in the kitchen pantry alcove. Baskets can be lined with napkins. They are easy to transport and there is no cleaning.

4) **Cold Drinks:** On the bottom shelf of the new prep table in the kitchen is a large blue thermos with a serving spigot. It's best to fill the thermos about half full of ice, then add two to 2 1/2 gallons of lemonade or another mixture. Next to this thermos is a smaller one that can be used to transport iced water.

5) **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 napkins, stirrers, cream, sugar, sugar substitute, tea bags, paper towels, a garbage bag, cold drink paper Dixie cups and hot drink Eco-Cups. There are also two blue-and-white checked oil cloth tablecloths and some back-up Styrofoam cups. 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 two sleeves of Eco-Cups (50 cups each). Stirrers, cream, tea bags, 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.

6) **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 up-ended in the wagon. The baskets can be placed on one of the black serving carts kept in the kitchen and wheeled down to the churchyard. 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.

7) **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.

Thanks very much for volunteering your services to this important NEW ministry of Fellowship.

Nancy Weaver - Kitchen Committee