

COFFEE SERVING INSTRUCTIONS

This takes approx. 45 minutes to set up. Get there no later than 8:30am.

1. The air-pots are located directly below the Bunn coffee maker in the cupboard. There are also placemats in this cupboard for the air-pots to sit out when they are out in the fellowship hall for serving.
2. Make 5 carafes to fill 4 air-pots of regular coffee, Pastor Anson usually makes the first one when he gets in, you make the other 4. Use $\frac{3}{4}$ cup max. of coffee grounds for every 12 cup pot. **Don't turn on the burners** of the Bunn coffee maker as you will immediately pour the coffee into the air-pots after it's done.

Set the empty coffee container on the lower level burner before adding water ~~Very

important or you will have a mess! :o(Use the plastic pitcher provided to fill the coffee maker with water.

3. Make 2 pots of decaf. Use $\frac{3}{4}$ cup grounds for each 12 cup pot.
4. The creamers, sugar, stir sticks, napkins, cups and small black pot (for north table to use as garbage for creamers and such) are in the cupboard (by the phone) on the north wall of the kitchen. **Flowers for coffee tables are in the north kitchen window.**
5. If you are serving cookies, 120 are recommended.
6. 1 serving tray of cookies should be put out on the kitchen serving counter, the rest are put out on the 2 serving tables in the fellowship hall.

7. The kids Sunday School class gets 1 tray of 15 cookies along with ½ pitcher of kool-aid/ or lemonade and some cups.
8. Make 2 pitchers of kool-aid/ or lemonade and also have 2 pitchers of ice cold water to serve on the kitchen serving counter.
9. Tea is located in the bottom cupboard to the left of the sink. Fill up the “special” coffeemaker (It is marked “for TEA ONLY”) with water and plug it in before church so the water is hot. Put it out on the kitchen serving counter and they will help themselves. Need to have a spoon for stirring and also a plate or bowl for disposal of the tea bags.

***If the afternoon Bible Study is meeting at church, save leftover coffee (regular and decaf) in 2 air-pots.*

CLEAN UP

1. Rinse out the air-pots when finished and store them away.
2. Unplug the Bunn coffee maker.
3. Wipe off the 2 serving tables in the fellowship hall and also the kitchen serving area.
4. Wash whatever dishes you use.
5. GO home!