

How to Prepare the Coffee for the Sunday Service

Before you arrive:

Buy a quart or half-gallon of whole milk or, preferably, half & half to bring with you.

If you are signed up for the first service coffee hosting, arrive about 20 minutes before the service begins. (For the second service, arrive 10 minutes early.)

Press the “on” button on the dishwasher so it will warm up.

Turn on the coffee brewer. The switch is on the back left. Wait until the green “ready” light is fully illuminated.

Make the Coffee

1. Get one cup of Arabica coffee beans, put it into the grinder, and grind it. It will produce less than a full cup of ground coffee, but just the right amount for one pot of coffee.

OR

1. Get about three-quarters of a cup of ground coffee, if what you find has already been ground.
2. Put a filter into the brewing basket and put in the coffee which you just ground or found.
3. Place an empty airpot under the brewer, with the top lid in the up position or totally removed.
4. Fill the clear plastic pitcher to the top line with cold water. **When the green “ready” light is illuminated,** pour the water into the top of the brewer (where there is a brown lid – make sure that lid is up).
5. The coffee will begin to brew immediately, and will be done in 5 minutes.
6. Throw out the filter and grinds, and rinse the brewing basket. Wait for the green light to come on again, and repeat the process. Make a pot of decaf coffee for those who prefer that, and make at least one other pot of regular coffee.

Make some hot water for tea

Get out a coffee pot which appears to have only been used for water in the past, from the cabinet next to the coffee maker, fill it halfway with water, and plug it in.

Set the table

1. Get out a lot of mugs and place them on the counter where you will be serving the coffee and hot water.
2. Set up a medium size folding-table (not the square ones) in the foyer next to the column.
3. Cover it with a tablecloth, which are in a cupboard in the back of the kitchen near the fridge.
4. Gather up:

- Teaspoons
- OR stirring sticks
- Oval plate for dirty spoons
- 2 cream pitchers (fill just before serving)

- Wooden box which contains teabags, sugar packets and lo-cal sweetener packets
- OR bowls of sugar and bowl of lo-cal sweetener packets
- Pitcher of cold water and 8 or 10 plastic glasses

Serve the coffee.

1. You may want to come out just before the service is over, to put out the cream.
2. ***Enjoy talking to people as you fill their cups.***
3. Note that if you fill the cups only half full, they are less likely to spill.
4. Put out a rack for used coffee cups, on the counter next to the sink.
5. Wash the dirty coffee cups in the dishwasher, following the instructions posted right above it.
6. Clean up well. See separate instructions for that.
- 7.