

## MAKE COFFEE DIRECTIONS

### WELCOME TABLE

#### Common Threads:

1. **Orange** coffee pots and **orange** canisters are designated **for decaf** coffee.
2. Preparing coffee:
  - a. Turn on burner(s).
  - b. Fill water (for coffee) pitcher to at least the top line.
  - c. Place filter in coffee dispenser.
  - d. Put 1 to 1 ½ measuring cup (coffee) in dispenser.
  - e. Put appropriate coffee pot on bottom burner
  - f. Pour water into water receptacle.
3. Please **DO NOT** leave empty coffee pot on burner that is **ON**.
4. After you have cleaned up, please make sure **burners are OFF**.
5. If there are any donations left on welcome table, put in envelope and mark Welcome Table. Place in box outside of Ellen's office.

#### 8:15am Service

1. Start coffee (regular and decaf) using directions above.
2. Recommendation: Do not put coffee into canisters until early service is almost over. We fill canisters with hot water before the start of service so they are hot when the coffee is poured into them.
3. Place canisters on each end of the welcome table.
4. If creamer available in refrigerator, fill two glass cups (located in the far right cabinet with salt/pepper) and place on table.
5. Use cart with condiments and cups to transport these to welcome table.
6. We leave the cart in Narthex and place a trash bag on it.
7. Periodically check if refills needed - usually it is the regular coffee/creamer.

#### 10:30am Service

1. Prior to service make fresh coffee- regular and decaf- unless already done.
2. Check temperature of coffee in canisters on Welcome Table. Empty if necessary.
3. Refill creamers with fresh creamer.
4. Before leaving, wash pots, canisters, creamers, and any other items used.
5. **AND TURN OFF COFFEE BURNERS.**