

# Fellowship Hour Coffee Crew Instructions

You can find out who your Coffee Crew teammates are for the week by clicking here:

<https://www.signupgenius.com/go/60b0c4ea4a72fa6f94-fellowship1#/>

# Sample Timeline

**A note about timing:** If members of the Coffee Crew **arrive at 9:30** to get coffee and hot water started and set up begun, it will be possible for most or all of the team to attend the church service and simply step out around the time of the final hymn to finish with set up and preparations. You can find a sample timeline for this on the next page. It is up to each Coffee Crew to determine how they want to handle Fellowship Hour; who does what, when, and how...these are simply guidelines to follow. The church also provides an ipad for Coffee Crew to log into Zoom and hear/watch the service from the kitchen if needed.

## 9:30 arrive

- Turn Dishwasher on
- Tablecloths on the tables (display signs)

## 9:35

- Set up Coffee to brew (takes ~40 min. to brew)
- Set up Tea Water to heat
- Set Out Tea Bags, Spoons, Napkins, Plates
- Set Up Refreshments
- Run Coffee Mugs through Dishwasher (2 loads, 3 min each)

## 9:50

- Place Coffee Mugs and Juice cups
- Attend Church Service

## 10:50

- Leave church service
- Put out beverages and half and half, milk, etc
- During fellowship hour be prepared to wash and restock coffee mugs as needed, snacks, spoons or plates

## 11:40

- Fellowship Hour Ends
- Follow clean up procedures

# Set Up

- Flip switch on dishwasher to ON. (This appliance takes approx. 20 minutes to heat up.)
- Wash Hands
- Put the signs out
  - Tea sign with arrow on center window counter
  - Tea sign far left window

## Instructions: Making Coffee and Hot Water

**\*\* Important Notes on Coffee Makers!\*\*** Make sure correct stem is in correct coffee maker and firmly seated before filling. Check back 20' after starting coffee to ensure it is percolating (grounds are wet on top) properly. If any issues require re-starting must press reset button, on bottom of the coffee makers.

### Coffee – Regular and Decaf

- Coffee located on center counter in kitchen (2 drawer plastic container on counter contains decaf and regular coffee)
- 1 bag of coffee grounds for every ten cup of coffee
- **Large 100 cup percolator is used to make regular coffee**– fill with cold water to 90 cup line and 9 bags of grounds to the filter (filters in left bottom drawer under coffee)
  - Move the percolator to the center counter in Dining hall, plug unit in, turn the switch on the percolator on, light will turn green when the unit is ready
- **Small 60 cup percolator is used for decaf coffee** - fill with cold water to 40 cup line and add 4 bags of decaf grounds to the filter (filters in left bottom drawer under coffee)
  - Move the percolator to the center counter in Dining hall, plug unit in, turn the switch on the percolator on, light will turn green when the unit is ready
- **Water Boiler** – Fill with cold water to the 30 cup line
  - Move to far left window in dining room, plug in, set the temp to 175 light will turn green when water is ready

**\*\*Once Fellowship hour starts at 11:20 unplug the percolators so they have a chance to cool down prior to the ending of fellowship hour**

# Set Up Beverages Stations

- Coffee – Regular and Decaf (Middle Window)
  - Place 30 mugs for coffee on the granite table in front of the middle window (will need to refill mugs throughout fellowship hour)
    - If you are using disposable cups, use same number and monitor if you need to restock
  - Spare coffee mugs go on push cart right inside the entrance door of the kitchen
  - Place creamer, sugar, Splenda, spoons on the granite table in front of the middle (note do not put out the entire basket of spoons -15 to 20 is plenty).
  - **All dishes that go out to the dining room must be washed before they are put away**
  
- Hot Water for Tea (Far left window)
  - Place 20 mugs for hot water on counter in front of window
  - Place tea bags, spoons, sugar, and Splenda on counter in front of window (note do not put out the entire basket of spoons -15 to 20 is plenty).
  - **All dishes that go out to the dining room must be washed before they are put away**
  
- Juices and Water (Far right window)
  - small glasses are placed at the far-right window (near the dishwasher window)- set out a few sippy cups for young children

# CLEAN UP

- Process dishes through the dishwasher and put away in the appropriate cabinet.
- **HOW TO USE THE DISHWASHER:**
  - Dishwasher – put empty dishwasher tray in dishwasher
  - Load tray with dirty dishes
  - Add one scoop of soap (place in the center of door)
  - Close door firmly – Close handle
  - Dishwasher will run and the orange light will shut off when the cycle is done
  - Dishes will be very hot – let cool
- Put dishes away
- Cabinets have pictures on the inside of the door to help ensure all items are put back correctly.
- All coffee pots should be rinsed with warm water, do not use soap or submerge in water. wipe dry with a towel.
- Wipe down tables with a wet rag then spray with Steramine spray (acts as a sterilizer).
- All **dry** dirty towels/tablecloths go in the blue dirty laundry bin. All **wet** dirty laundry should be placed on the drying rack across from the dishwasher.
- Collect all trash then put it in the large black trash barrel. Put the black trash barrel into the grocery cart and then take it out to the dumpster in the back of the Faith Formation building near Chapel. Put new trash bags in the trash cans.
- If composting bucket is used: it should be sealed tightly (lids on firmly). We have a bi-weekly pickup schedule with Grow Nashua. On pickup weekends, please take the bucket to the dumpster and place it in front of the blue recycle bins. The pickup schedule is on page 9 and is also located in the kitchen.
- All recycling items need to be rinsed and put into the recycling bin located in the kitchen.
- Turn off all appliances (dishwasher & coffee pots) and lights.

# Fellowship Hour Checklist

## Set Up -Reference Page 4 of Fellowship Manual for Details

- o Dishwasher On
- o Wash Hands
- o Wear gloves when handling all /any food items
- o Tablecloths for food and coffee tables
- o Place Beverage signs out
- o Place 30 mugs center window for coffee, 15 spoons, half & half, sugar, Splenda
- o Place 20 mugs for tea far right window, tea bags, 15 spoons, sugar, Splenda
- o Green Compost Bucket placed by dishwasher window, so guest can reach it
- o Place 15 small juice glasses far left counter by dishwasher window for juice & water

## Making Coffee & Hot Water - Reference Page 3 of Fellowship Manual for Details

- o Regular Coffee – Fill Large 100 cup percolator with cold water for 90 cups (40 cups in summer)
  - Add 9 packets of regular coffee to filter (4 in summer)
  - Move percolator to dining room, middle window, plug in, turn on
- o Decaf Coffee - Fill Large 60 cup percolator with cold water for 40 cups (20 cups in summer)
  - Add 4 packets of decaf coffee to filter (2 in summer)
  - Move percolator to dining room, middle window, plug in, turn on
- o Water Boiler – Fill with cold water to 30 cup line
  - Mover water boiler to dining room, to the far right window set temp to 175
- o Check back after about 20 minutes to ensure coffee is percolating and water is heating properly.

## Clean Up – Reference Page 5 of Fellowship Manual for Details

- o Process all dishes from dining hall through the dishwasher
- o All coffee pots should be empty, rinsed with water only, dry with a cloth
- o Wipe down tables with wet dish rag then spray with Steramine spray (sterilizer)
- o Sweep dining room and kitchen floor
- o Spot mop as needed using Swiffer mop
- o All dry dirty towels/tablecloths go in blue dirty laundry bin
- o All wet dirty laundry should be placed on drying rack across from dishwasher
- o Collect all trash and compost buckets; remove to dumpster/behind dumpster (use cart to transport in large black trash bin)
- o Add trash bags to trash cans
- o Store eligible leftovers/juices/creamer in refrigerator on shelf marked Fellowship Hour
- o Turn off all appliances and lights

## **Compost bucket pickup schedule**

please make sure the compost bucket is brought to the dumpster area on the following Sundays:

January 29  
February 12  
February 26  
March 12  
March 26  
April 19  
April 23  
May 7  
May 21  
June 4  
June 18