

Fellowship Hour Coffee Crew Instructions

For a tour of the kitchen click here: <https://youtu.be/-4M92G8kCsI>

For instructions on how to use the heat in the kitchen, click here:
<https://youtu.be/4bSr1COIAuY>

What Does the Coffee Crew Do?

As a group, prior to your Sunday of service, it would be helpful to touch base and decide who's doing what. The Hosting Team is responsible for:

- **Picking up cream/milk for coffee and and additional beverages you wish to provide.** Church Admin. will email you to connect you and let you know what is in the refrigerator.
- **Optional: Provide Food** for an average of ~40 people on summer Sundays, ~80 people on any "Church Year" Sunday, and slightly higher numbers on any "special occasion" services. Food provided by the hosting team can be homemade, purchased from a store and treated as a donation, reimbursed by the church, or funds can be requested in advance from the church administrator if needed for food purchases. It is up to the hosting team to determine what type and amount of food to provide, if at all, and how they want to present food. Holiday or special occasion themes are welcome. *We ask that everyone bringing food remembers we are a nut-free facility (tree nuts and peanuts, nut extracts, coconut, etc) and we ask that raspberries and blackberries be avoided due to allergies.* We also have gluten-sensitive congregants so having "gluten-free" food options are encouraged. (Again, food is optional)
- **Preparing Coffee & tea**, which are provided by the church.
- **Setting up and cleaning up** the dining room and kitchen before and after Fellowship Hour.

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. If you would like the ipad for watching the service, and it is not in the kitchen, please check in with a staff member.

Food Reminder: Food is not required, however, if you do provide food, please note that we have several allergies. **Please no food/drinks that contain: Raspberries, blackberries or nuts of any kind.**

9:30 arrive

- Turn Dishwasher on
- Plug in Bunn Coffee Maker (this takes 15-20 minutes to heat up)

9:45

- Set up Coffee to brew
- Set up Tea Water to heat
- Set Out Tea Bags, Spoons, Napkins, etc
- Set Up Refreshment stations
- Set up food table with signs, utensils, plates, napkins, etc (food is not required)

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, refill coffee air pots, etc
- Put out food (food is not required)

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.)
- Plug in coffee maker (this takes 15-20 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

Coffee – Regular and Decaf (Bunn Coffee Maker)

- ★ for a video of how to make coffee, [click here](#) or view them on the Ipad
- Coffee grounds are located on the center counter in kitchen (2 drawer plastic container on counter contains decaf and regular coffee)
- 1 bag of coffee grounds for each pot of coffee
- **1.5 pots of coffee per airpot**
- **Brewing coffee**
 - Insert a filter into the basket (funnel). Filters are in the bottom drawer below the coffee maker
 - Add 1 bag of regular or decaf coffee to the filter
 - slide the basket into the machine
 - set an empty pot beneath the basket
 - open the top cover on the right and pour one pot of water in
 - when brewing is complete, pour the coffee into an airpot (located in cabinets below coffee maker)
 - Make 2-3 airpots of regular coffee and 1 airpot of decaf
 - be prepared to replenish coffee as needed
 - discard grounds and filters into the compost bucket
- **Water Boiler** – Fill with cold water to the 30 cup line
 - ★ For a video of how to use the water boiler [click here](#) or view them on the ipad
 - Move to far left window in dining room, plug in, set the temp to 175- light will turn green when water is ready

******When coffee making is complete, unplug the coffee maker from the electrical outlet**

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 and run dirty mugs through the dishwasher)
 - If you are using disposable cups, use the same number and monitor if you need to restock
 - Spare coffee mugs go on a push cart right inside the entrance door of the kitchen for easy replenishment
 - Place creamer, sugar, Splenda and spoons on the granite table in front of the middle 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, even if not used.**

- **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, even if not used**

- **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

- **Compost Bucket (far right window)**
 - place the compost bucket at the right side of the far right window for any food scraps when food is being served

CLEAN UP

- Process dishes through the dishwasher and put away in the appropriate cabinet.
- **HOW TO USE THE DISHWASHER:**
 - ★ for a video of how to use the dishwasher, [click here](#) or view on the ipad
 - 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 on the wall 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.

Compost bucket pickup schedule

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

January 14, 2024
January 28, 2024
February 11, 2024
February 25, 2024
March 10, 2024
March 24, 2024
April 7, 2024
April 21, 2024
May 5, 2024
May 19, 2024
June 2, 2024
June 15, 2024
June 30, 2024
July 14, 2024
July 28, 2024