

Ministry Scheduling Guide for Assisting in Worship

Coffee Preparation

Please arrive by 7:30 a.m. so that all coffee preparation is done prior to the 8:00 service.

1. Prepare coffee in the kitchen, using the gray kitchen cart. Coffee and supplies are in the lower cupboard to the left of the refrigerator. Regular coffee is in the black bag with pink on the front. Decaf coffee is in the black bag with green on the front.

For Regular coffee: 100 cup pot – 7 paper cups of coffee.
55 cup pot – 3 paper cups of coffee.

For Decaf coffee: 30 cup pot – 2 paper cups of coffee.

For Hot Water pot: Fill pot to 40 cup level.
This pot is for tea and hot chocolate.

2. Load the gray cart with supplies. The baskets may need replenishing from the Tupperware containers. Cups are located in the cabinets to the left of the refrigerator and on the bottom shelf of the island.
3. Roll the kitchen cart out to the Coffee kiosk. Wipe off the kiosk counter top if needed.
4. Ask a friend or usher to assist in lifting the full pots onto the counter.
5. Place baskets of supplies and cups on the counter.
6. Plug in the 100 cup pot and the 30 cup pot on one side and the 55 cup pot and the hot water on the other side. **If the 2 larger pots are plugged in on the same outlet, they will blow the fuse.**
7. When the pots are on the counter and plugged in, please wait to make certain the pots **are “on” and begin to brew.** You'll be able to hear them percolate.
8. Notify the checkin person at the patio table that the coffee is brewing.

Thank you for your service in assisting with hospitality and welcome!