

ST. JOHN'S
SUNDAY FELLOWSHIP HOUR
~ INSTRUCTIONS ~

Setting up - where to find everything you need:

1. Ceramic mugs for coffee and tea are in the cabinets to the right of the sink (You may have to empty the dishwasher.)
2. Most of the supplies are in the upper cabinets to the left of the fridge:
 - Paper plates, cold cups, napkins, plastic utensils (extras are in the cabinets below)
 - Coffee, tea, instant decaf, hot chocolate, sugar, etc, are set out in small baskets or dishes (also in the cabinet)
3. Pitchers for milk and half-n-half are in the upper cabinet to left of the sink.
4. Tablecloths are in the closet to the left of the stove.
5. Coffee urn is next to the stove, the electric kettle for hot water is usually on the countertop

Making coffee:

- For a typical Sunday, prepare 40 cups of coffee.
- Fill urn with water to the "40" cup line
- We use 1/2C grounds for every 10 cups of coffee - for 40 cups add 2 C of grounds to the basket (no filter). Measuring cup is in the container or one of the drawers.
- Make sure the stem is seated in the well in the bottom of the pot, and that the lid is turned and secure.
- Move coffee urn to the food table in the Parish Hall, plug in and turn on

Making hot water for tea and instant decaf:

- Fill the electric kettle, move to the table in the Parish Hall, plug in and turn on. It will automatically shut off when boiling - after the service slide switch back up and it will boil again quickly.

Cleaning up:

- Load mugs and any utensils into the dishwasher. Detergent gel is under the sink – fill the gray soap dispenser. Select normal cycle and press START!
- Take tablecloth home to launder
- Take home any leftover goodies, and if you want to leave the milk and/or half-n-half for the following week please mark containers as "Church" with the date. Sharpie is in the drawer. If you'd like to leave any goodies for the Sunday evening AA groups, leave a note for them so they can help themselves.

Thank you for hosting Coffee Hour and enriching our Sunday morning fellowship!

If you have any questions or need assistance
please contact Amy Dixon @ 732-832-5878, the.amyola@att.net