

MCC Coffee Hour Instructions

SUPPLIES

The following are supplied by the church:

- coffee (decaf and regular)
- a selection of teas
- coffee pots
- cups
- sugar and sweeteners
- powdered Coffeemate
- stir sticks
- plates
- napkins
- knives for cutting cakes

We invite you, when hosting coffee hour, to bring the following:

- cakes or cookies or some other sweets (these may be store-bought or homemade)
- fruit (things like grapes work well, since they need not be cut up)
- small snack items like nuts, party mix
- cream/milk for coffee and tea (this is generally not required, but is a nice extra if you are open to bringing it).

SETUP BEFORE MCC SERVICES

KEYS TO THE COFFEE SUPPLIES:

Keys for locks are on a long orange spoon in the MCC main office. Any staff member will be pleased to help you locate them. They are yours to keep throughout the service, until you're done with the final clean-up after coffee hour is over. At that time, they should be returned to the office.

MAKING THE COFFEE:

1. **LOCATE THE THREE POTS:**

There are three pots, each marked accordingly: for “**REGULAR**”, “**DECAF**” and “**HOT WATER**” and they are kept in the lower cupboard.

2. **FILL THE POTS WITH WATER:**

Fill the pots with water to the desired water level, which depends on the service, as follows:

- Sunday Mornings: 30 cups of Regular, 30 cups of Decaf, 20 cups of Hot Water
- Sunday Evening: 30 cups of Regular, 20 cups of Decaf, 20 cups of Hot Water
- Note: the Hot Water Pot needs no stem or basket; just plug it in.*

3. MEASURE THE COFFEE INTO THE BASKETS:

Use only $\frac{3}{4}$ of a Styrofoam cup of coffee for every 10 cups of water. Otherwise, the coffee is too strong for most people. As an example, 30 cups of water in a pot would take three (3) Styrofoam cups of coffee each filled only $\frac{3}{4}$ full of a cup.

4. PLUG IN THE POTS

Plug the DECAF and the HOT WATER into the power strip on the table next to the piano. Plug the REGULAR into the outlet under the table to the right of the French Doors. This is the best arrangement to keep from tripping the circuit breaker.

5. PUT OUT SOME OF THE SUPPLIES:

Put out coffee cups, basket of tea packets, baskets of Sugar/Equal, and baskets of Coffeemate, small 5" plates, and baskets of napkins. If supplies in the main cabinets are low or empty look to the left in the gray cabinet where backup supplies are stored.

6. YOU'RE READY TO GO TO THE SERVICE:

Lock all food in coffee cabinets until after communion service for final setup. Close all doors to room and go to church for services.

FINAL SETUP AFTER COMMUNION SERVICES

Put out all food on serving tables, using large plates from cabinet if applicable. Put out any fresh cream or milk at this time.

CLEAN UP

Empty all pots, rinse out the pots with water, and return pots to storage cabinet with the lids off. Wash any plates used for food. Put all supplies back into the cabinet. No food should be put back into the cabinet unless you know it will keep until next Sunday. Also, do not leave any unsealed food on serving tables as it attracts ants.

**ESPECIALLY IMPORTANT:
Please return the keys to the office.**

**THANK YOU
FOR HOSTING COFFEE HOUR!**

If you have any suggestions or comments, or would like to sign up again, please contact:

Rev. Paul Fairley
Phone: 415-865-2741
Email: pfairley@mccsf.org