

General Instructions

Thank you for volunteering to host Coffee Hour. This hospitality effort is very meaningful to our community; many conversations here lead to long term friendships. Please keep in mind the goal is to provide basics like coffee, water, and maybe a few snacks to entice people to stay for conversation; you are not expected to be caterers!

The coffee maker is pretty easy to use; see instructions below. It shows where everything is located in the kitchen. For 2025, we're trying to start with 3 regular pots and 1 decaf pot. Each pot serves about thirteen 8 oz cups; if people are filling their own travel cups, it might go quickly. It takes about 7-8 minutes to brew another full pot, so you can brew more if the pots go quickly at first. We now have insulated carafes for creamer (dairy and non-dairy) which may be found in the fridge (if full) or under the coffee maker.

Children's Ministries has a dedicated cart for snacks and drinks for the children; you are not responsible for providing these items. Please make a gallon of lemonade and put it on the cart; there is a 2 gallon container with a nozzle, either on the cart, or already filled in the fridge. The cart should be stocked already with packaged snacks and small cups.

In cold weather, we provide hot water for tea by plugging in the small percolator marked "Hot Water." We do not have hot cocoa, except for special celebrations. We often set up the coffee and creamers, etc. on the stainless steel topped cart, and put hot tea supplies on the window counter, to keep it plugged in. You may also set out a pitcher of ice water.

Food is entirely optional, but is becoming more customary lately. Please keep it simple and do not worry if it is beyond what you can provide. There are plenty of trays and baskets for "plating" anything you bring.

Setting up tables is not necessary. It is fine to set up clusters of chairs for folks who wish to stay for conversation.

You may break down/clean up the food area if it is depleted early, but we ask you to leave beverages (at least one pot of regular, one pot of decaf and water) available until 11 a.m.

When finished, please pour out leftover coffee, rinse the pots (NO SOAP, PLEASE) and water pitchers well and leave them to air dry. Please check the filter basket and throw away the used grounds. Return creamers, sugar, other unused supplies to the shelves and cabinets where you found them. Insulated creamer pitchers can be put back into the refrigerator if they are more than ¼ full. Trash should be taken to the dumpster. DO NOT keep leftover food unless someone specifies they will definitely take and use it.

Please keep in mind that the cleaning crew will not clean the kitchen Sunday night, and preschool WILL be in session on Mondays. Be kind to those who come after.

Coffee Brewing Instructions

1. Coffee supplies are stocked in the cabinet under the microwave; coffee, filters, sugar, tea bags, etc. are found here. Coffee cups, and extra coffee are found on the storage shelves behind the stove. Serving plates, baskets, etc. are on the wire shelves. Drawers are now very well labeled, including those for signs (regular coffee, decaf, gluten free, etc.) Insulated pitchers for creamer (half and half and non-dairy) are either in the fridge or under the coffee maker.



2. Make sure the Bunn Coffee System has power and is indicating Ready to Brew, Temp 205. If this is what you see, proceed to Step #3.



If this is not what you see, make sure the toggle switch on the back panel is flipped up (ON):



3. Once the machine says Ready to Brew, make sure Enable Brew is lit (or press the button so the light comes on) and select Full Pot (the dark circle).



4. Slide the coffee basket out, put in a large filter (found in the cabinet, bottom shelf) and put ONE CUP of ground coffee in the basket. The cup measure is usually hanging on the side of the brewer system. One cup of coffee is used for one full Airpot, which is about 14 cups.



5. Slide the basket in place, and put an open Airpot underneath.



- Now you are ready to press Brew A. **Make sure you have the pot in place before you press Brew A** – the water starts to flow immediately.



- It takes approximately 6-8 minutes to brew one full pot. When brewing is finished, assemble the pot by inserting a pump tube, adding a top, lifting the lever and you are ready to go!



- For a typical Coffee Hour, you can start with 3 pots of Caffeinated coffee and one pot of Decaf; since it only takes 7-8 minutes to brew more, you can always keep an eye on your inventory and brew more as needed. You can also brew a half pot – just use $\frac{1}{2}$ scoop of coffee and press the Half Pot button.

