

Set-up:

Before the liturgy (7:45 AM or 9:45 AM), first turn **ON** dishwasher and **PLUG IN** the coffee maker *and* tea kettle.

If the serving table has no tablecloth, they are in the Nursery cabinets on the SOUTH wall. This is optional.

Put out coffee cups, start with 10-12 cups for 8 AM and 15-20 cups for the 10 AM service. Put out drinking glasses for water (about 10), they are in the upper north cabinets. Also put out napkins - they are in the lowest drawer below the silverware.

Put on the serving table teabags, hot chocolate packets, and hot cider packets (the tea caddy is either on the counter near the coffee maker or in the cupboard above). In the cupboard above the coffee maker, there are small glass containers of sugar and sugar alternatives (e.g. Splenda). Additional sugar and sugar alternative packets are on the counter. Additional Splenda is in the cupboard below the coffee maker.

Put out about 5 spoons in a glass butter dish from the upper NORTHWEST cupboards. The spoons are in the drawers facing the Parish Hall. Also, put out another butter dish for used spoons.

Put out small regular china plates (20 or so for 8am and 40 or so for 10am), they are in the upper cupboards on the NORTH wall.

If you did not bring your own food, place church provided cookies found in the cupboard above the coffee maker on large plates. Place boxes behind cookies for folks to read the labels as there are gluten and gluten-free varieties to choose from.

If you brought your own food, place the item(s) in the appropriate serving dishes. Additionally, when bringing your own food, you can include church provided cookies to supplement your offering depending on demand.

Start a pot of regular coffee (see below).

Go upstairs to the liturgy and return to the kitchen after you have received communion (sit near the front or politely cut in line).

Keep making decaf and regular coffee (instructions are near the coffee maker - it's connected to water, so, no need to add water - just add 3/4 cup of coffee in a single filter per batch and press start). Use the black plastic urn for regular coffee and the white urn for decaf (they are in the cupboard below the coffee maker on the left). The blue urn is for hot water only. Each coffee urn holds slightly less than the glass pots. Flip the switches on the coffee maker to keep the glass pots warm. The coffee is on the counter (& if you need more, it's in the cabinet below on the right). Make 2 pots of regular and one pot of decaf to start. You may need more.

Glass creamerspitchers are in the cupboard above the microwave. Half & half is in the large refrigerator (check the date give it a “sniff” test).

The serving trays for cookies are in the lower NORTH side cupboards. The servers and tongs are in the 3rd drawer down, below the silverware.

Water - The plastic pitchers are in the same cabinet as the coffee urns (lower WEST cabinet). There is usually ice in the bottom shelf of the big silver freezer if you want to put it in the pitchers (optional).

Clean-up:

UNPLUG the coffee maker *and* tea kettle.

Coffee grounds and leftover food waste go in the compost:

STEP 1:

Fill the small compost container **FIRST**.

Once it is filled, bundle the bag. *Then...*

STEP 2:

Put the bundled bag into the large compost container below the counter.

Place a new bag in the small container.

Please, no exposed food in the large compost container unless you are taking the large bag outside to the dumpster.

Place church provided cookies in Ziplock bags by varieties (do not mix the cookies) and put them in the cupboard above the coffee maker. If you brought your own dry and shelf stable food, you may leave it sealed in the cupboard for future use. Please give away or take home all refrigerated and perishable food.

Do not leave refrigerated or perishable food at the church.

Wash cups, spoons and dishes in the dishwasher - instructions are on the dishwasher. Pretty much everything can go in the dishwasher. Please put things back where you found them. If you don't know where an item goes, just leave in on the center stainless island. Rags, towels and dirty tablecloths go into the laundry basket by the back door.

If a tablecloth is dirty, put in laundry basket by the back door. If it's not dirty, just leave it on the table.

Turn **OFF** dishwasher when you are done.

THANK YOU!

Table Set Up:



Composting Photos:

