

The following recommendations will make Sunday Morning Coffee easier for you. If you have questions, please contact the Church Office Coordinator.

The Week Before You Serve:

- Contact your team to request their service. Recommend having at least 5 adults available to serve on Sunday morning. Ask team members to bring treats to share. Recommend team supply at least **7-10 dozen** individual servings for the coffee line, as well as **1 dozen treats for the children's treat table**. It is up to you to decide if you would like a theme for the treats.
- Make sure there are adequate supplies of **cream (1 pint) for coffee and milk (1 gallon of 2%) for children's treat table**. **Check with the office to see if there might already be supplies at the church.**

Sunday Morning Set-Up:

- Arrive by **8:15** to begin coffee. For typical Sunday, make **one large percolator** (70 - 110 cups).
 - Percolators are stored above stove. Please make sure you have collected all pieces of the pot before filling with water/coffee.
 - Use custom faucet to the left of the sink to fill the coffee pot (directions are posted on the wall). Markings inside pot show proper water levels.
 - Insert percolator stem into pot and slide basket over top of stem. Stem and basket are properly assembled if you can close percolator lid securely over them.
 - **Coffee and directions for brewing coffee are on the coffee canister** - (no filters needed), which is located on the counter between sink and stove. If there is not enough coffee in the canister, you will find more in the freezer. If you use the last of the bulk coffee, notify Lisa Simpson or the Church Office Coordinator.
 - Plug in percolator. Recommend you stick around for a few minutes to make sure the coffee is perking. It should take about 100 minutes to completely perk 110 cups. *Note, for ease of serving, you may choose to put percolator on a kitchen cart and place it against wall behind serving table where there is an electrical outlet.*
- Set up serving table in fellowship hall.
 - Check to make sure serving table is covered with a plastic (lace-imprinted) table cloth, and that cloth is clean (all cloths do have stains). Extra table cloths are located in a labeled drawer between the sink and refrigerator.
 - Most teams choose to serve using two lines. Lines begin at center of table at offering receptacle, and then proceed toward each end.
 - Offering Receptacle (one at center of table) – Any wicker basket or glass bowl about 8" wide.
 - Napkins (one stack for each serving line) – Second drawer between sink and refrigerator.
 - Coffee Cups (recommend at least 40 cups at each end of table) – Cabinets under peninsula countertop.
 - Tin Trays (one at each end of serving table) – Drawer marked "tin trays." Use to catch coffee spills.
 - Cream and sugar servers (one each at each end of serving table) – Drawer between sink and refrigerator. Sugar stored in canister on counter between sink and refrigerator.
 - Spoons (2 at each end of table) – Drawer between sink and refrigerator.
 - Tea bags (available at serving table in case requested) – Counter between sink and refrigerator.
- Arrange treats onto treat trays. Cover with towels and keep in kitchen until served.
 - Treat Trays – Large or medium sized "cut" glass plates - Upper cupboards.
- Set children's treats on kitchen cart (keep in kitchen until serving). Fill plastic pitcher with tap water and refrigerate.
 - Small plastic glasses (about 25) – Upper cupboards.
 - Treat Trays – Medium sized "cut" glass plates - Upper cupboards.
 - Napkins – Second drawer between sink and refrigerator.
 - Plastic pitcher – Upper cupboards.
- Add flowers or other decorations as desired. Unless marked, you may use any flowers in the refrigerator. Please don't toss or significantly re-arrange the flowers, as they may also be intended for another use.

Serving Time:

Team members who are to serve coffee should leave the service a few minutes early to ensure all is ready when people arrive.

- Fill four coffee pots (cabinet left of sink – tops in drawer) and place two at each end of serving table.
- Use tea pot to heat water for tea (if requested).
- Place 2 to 3 treat trays on serving table for each serving line.
- Place milk and pitcher of chilled water on the cart.
- Place children's treat cart in the fellowship hall near the kitchen door.
- Assign two people to pour coffee.
- Assign one person to refill coffee pots from percolator.
- Assign one person to pour milk/water for children.
- Assign one person to monitor supplies of treats and napkins and to refresh as needed.

Clean Up:

- Open the door between Fellowship Hall and the dish washing area (people will return dishes to the kitchen).
- Assign one person to process dirty dishes.
 - Use large trash receptacle near the dish washer to dispose of used napkins and other scrap (make sure it is lined with a plastic bag).
 - Pour excess liquids into dishwashing sink.
 - Place cups and glasses upside down into the dishwasher racks (stored under the metal counter).
 - Use racks with large prongs to stand treat trays up in rack before washing.
 - Place flatware into flatware baskets (standing up). Place flatware baskets into a dishwasher rack before washing.
 - Operate dishwasher as outlined in the **Dishwasher Operation Quick Reference Guide**.
- Remove serving items from serving table and wipe down serving table cloth (plastic cloth need not be removed).
 - Tin trays should not be washed in dishwasher. Wipe with damp cloth before returning to drawer.
 - Coffee (serving) pots should not be washed in dishwasher, nor with detergent. Rinse and air dry.
 - Left over treats can be returned to team, or frozen for future church use. *Please note: If there are already many treats in the freezer, please take excess home.*
 - Return excess tea bags, cream and sugar to original containers. *Please note: If excess cream is refrigerated for future use, please write date on container to avoid "science projects."*
- Dispose of coffee grounds in the large trash receptacle. Rinse out coffee percolator - **Do Not Immerse in Water**.
- Wipe down remaining tables. Check chairs for soil and wipe as needed.
- Wash miscellaneous items in sink.
- Return all dishes and supplies to appropriate storage areas (see set-up section for locations)
- Wipe down counters and sink. Wipe off stove if used.
- Sweep floor (broom and dust pan are between freezer and stove).
- Check that all dishwasher switches have been turned off (see **Dishwasher Operation Quick Reference Guide**), dishwasher drain screen has been pulled and racks have been returned to storage area under metal counter.
- Check that freezer door is shut and locked.
- Assign one team member to launder all towels and dish cloths and return them to church.
- Check that stove fan is turned off.
- Check that all faucets are turned off (unless it is very cold – then check for other direction).
- Turn off lights.

***Thank you for Serving Sunday Morning Coffee
and for keeping St. Peder's a clean and welcoming environment!***