

Coffee Hour Instructions

Please bring 1 qt. of milk and 1 qt. of half and half. You do not need to bring anything else unless you are in a festive mood. You can bring snacks or serve the tins of cookies that are in the Kitchen.

When you first arrive, make sure that both coffee makers are plugged in (one on the counter, one on the island). Details are below but for now, just plug them both in ASAP.

Set up 1 or 2 tables in the center of the parish hall, the table clothes for these tables are in the drawers on the kitchen side of the pass through. Paper cups, napkins, plates and utensils can be found in the lower cabinets to the left of the refrigerator.

Juice and Cookies There is juice, either bottled (found in the lower cabinets to the left of the refrigerator) or frozen that can be put out on the tables with the food. The tin of cookies can be found to the right of the stove near the coffee pots.

Making the Coffee

By now the coffee makers should be ready to brew.

Before you start brewing, put an empty glass pot on the coffee maker under the brown empty funnel, fill a second glass pot with cold water and pour it into the screen on top of the coffee maker. NOTE -- the water will fill the empty pot very quickly so be sure you have the empty pot in place or you'll have a flood to clean up! **Do this for BOTH coffee makers.** This clears out the old water sitting there from last Sunday.

Now you can start to make fresh coffee. Regular and decaf coffee along with the filters can be found in the upper cabinets next to the stove.

The coffee makers are ready to go as soon as the green lights come on (the light may be hard to see because of the overhead lighting; cup your hand around it for a better view).

Hot coffee will start to come through quickly so **make sure you have an empty pot in place.**

Use 1 cup of grounds per pot of coffee, always with a fresh filter.

Have 3 pots of regular and 2 of decaf ready when service is over and make more as necessary. It brews quickly, and no one minds waiting a minute for a fresh pot.

Turn on the hot plate where the fresh coffee sits to keep it warm.

Hot Water for Tea

Boil water for the tea using the tea pot on the stove, then carefully fill a glass pot and place it on a warm hotplate on the coffee maker or fill an insulated carafe or two with hot water.

Setting Up the Counter for Coffee/Tea

Tea bags, sugar and stirrers can be found in the upper cabinets near the refrigerator.

Milk and cream pitchers are in the upper cabinets to the left of the pass through.

Set aside food for RE adults and children

Please make sure that you save a portion of the same snacks and fresh coffee to be put out when the children and their guides are done with RE around 11:30.

Again thank you so much for doing this and if you have any questions please feel free to find

Kelly Sarazen or phone her at home 781-507-5574.