

CHRIST THE SERVANT LUTHERAN CHURCH

Guide for Hosting

General Responsibilities

- Prepare and set out coffee and water for tea (8:15)
- Refresh coffee cups between services
- Load cups into dishwasher and clean up coffee and teapots (11:00)

Prior to 8:15 Worship - Making Coffee

1. Arrive 20 minutes prior to worship to start preparations.
2. Coffee/tea. The pots are in the kitchen: large pot for coffee/smaller one for tea water. These are prepared, and placed on the large gray cart.
 - Use $\frac{3}{4}$ to 1 cup of coffee grounds for every 10 cups of water to make a good strong coffee. In the summer 60 cups should be sufficient. The rest of the year, make 90 cups - for special occasion Sundays (confirmation, graduation, baptisms), make a full pot.
 - Fill the small coffee pot about halfway with water for tea (make a full pot if you also put out hot chocolate mix).
 - Attach the plastic drip guard to the spigot of the coffee pot. Put a folded paper towel in the bottom of the drip guard.
 - Also set onto the cart: creamer, sugar, artificial sweetener, tea bags, stirrers or spoons, and a small plate for holding wet spoons.
 - Place clean mugs on the middle shelf of cart. Leave bottom shelf empty for dirty cups. Place signs for clean cups and dirty cups where appropriate.
 - Move cart to the narthex across from the coat rack & plug in pots. Be sure both pots start heating before you leave to go to the service.
3. Set a trash can close to the teapot so people can discard teabags.
4. A card table or round folding table may be set up by the carts, if needed for snacks.

Prior to 11 Worship - Coffee Care (11:00 Host)

Replenish clean coffee cups and condiments on the cart, if necessary.

Cleaning Up Coffee Cart After 11:00 Service

1. Return all coffee and tea service items to the kitchen.
2. Place soiled cups, etc. in the dishwasher. Run the dishwasher. See instructions in kitchen for running dishwasher. Do not leave until the dishwasher finishes (about 3 minutes) and you have drained it (also in the instructions).
3. Empty the coffee pot and wash it out.
4. Empty the teapot.
5. Remove the teabags, sugar, creamer, etc from the cart and put them away in the upper cabinet closest to the upright freezer (next to door into overflow room).
6. Put the coffee cart away under the counter.
7. Put soiled linens in the laundry basket.
8. If you are the last one at the church, be sure windows & doors are locked, and lights off. If you think someone else is still there, check with them to be sure they will handle the doors and lights.

Revised 11/01/04