

ST. THOMAS EVANGELICAL LUTHERAN CHURCH Guidelines for Coffee Hour Servers

revised April 2016

Each server (or family) assigned should bring 4-5 dozen cookies/snacks and 2 quarts of juice-**light color, no red or grape**
 "Food Only" servers are scheduled to donate food and juice only. They are not scheduled to serve.

Early Service Servers	Late Service Servers
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Prior to Worship Service	
Arrive by 7:30 am	Arrive by 10:00 am
Immediately start 30 cup percolator with regular coffee	Immediately start 30 cup percolator with regular coffee
Immediately plug in BUNN coffee machine - long cord This takes about 15 minutes to warm up before it is ready to make coffee.	The BUNN coffee machine should still be plugged in from early service. Make one pot of decaf coffee
After the warm up, make one pot of decaf coffee	
Place cups, snacks, sugar, creamer, napkins and donation canister on the table.	Place cups, snacks, sugar, creamer, napkins and donation canister on the table.

Serving After Worship Service	
Servers should leave before the final hymn to get ready to serve.	Servers should leave before the final hymn to get ready to serve.
Place 30 cup percolator on serving table. Do not bother to plug it in, the coffee will stay hot.	Place 30 cup percolator on serving table. Do not bother to plug it in, the coffee will stay hot.
Pour several cups of coffee and juice ahead. Place the "REGULAR" and "DECAF" signs next to the filled cups.	Pour several cups of coffee and juice ahead. Place the "REGULAR" and "DECAF" signs next to the filled cups.

Clean Up	
Pour out any unused regular coffee in the 30 cup percolator, dispose of grounds, and rinse.	Pour out any unused regular coffee in the 30 cup percolator, dispose of grounds, and rinse.
A pot of left over decaf coffee can remain on the coffee machine warmer for those who "hang out" between services. No need to make more if the coffee is used up.	Pour out any unused decaf coffee and rinse pots.
Clean up & wipe down serving table, counter & tables Use carpet sweeper in closet by bathroom on crumbs	Clean up & wipe down serving table, counter & tables Use carpet sweeper in closet by bathroom on crumbs
Leave coffee machine plugged in for late service servers.	UNPLUG the Bunn coffee machine - long cord
Place any donated money in the lock-box located on the coffee machine cart.	Place any donated money in the lock-box located on the coffee machine cart.

Directions for Making Coffee	
40 Cup Percolator/make only 30 cups (Regular Coffee) 1. Place 1½ cups of regular coffee in basket (1/2 cup per 10 cups of water), no paper filter required. 2. Fill pot to the 30 cup mark with cold water. 3. Fit percolator stem into recessed hole in the bottom of the pot, place basket on stem and cover. 4. Plug in pot on the counter. ** Percolator coffee is stored in cupboard above sink counter	BUNN Coffee Machine (Decaf Coffee) 1. Plug coffee maker into wall socket - long cord 2. Wait at least 15 minutes for it to warm up. 3. Place paper coffee filter in basket and empty ½ cup of decaf coffee into the filter-coffee stored in Bunn stand 4. Slide basket into holder on left side of the coffee maker. 5. Place an empty pot under the basket on lower left hand burner. 6. Pour 10 cups of cold water (using plastic container) into the coffee machine on the upper right side. 7. Once coffee begins to fill the pot, turn on the warmer. 8. Unplug coffee machine after serving.

** If you need help setting up the coffee or carrying the percolator to the table - please ask someone to lend a hand or call Cathy at 627-4448 and she will be happy to help.

** Coffee, small paper plates, napkins, sugar, creamers, sweeteners, baggies, coffee cups and juice glasses are provided. If you would like to bring specially designed napkins, plates or table decor, that's great! Remember to take them home with you following coffee hour, please don't leave them at church.