

Thank you for looking after COFFEE TIME after Worship at the Banff Campus Feb 2024

There are four main tasks: SUPPLIES, SETUP, SERVING, and CLEAN-UP

SUPPLIES

Please check toward the end of the week to see if there are half & half cream (500 ml), milk (500 ml or 1 litre) and juice in the fridge. If not, please bring these with you on Sunday.

Most folks doing coffee will bring some home-baked or store-bought treats; this is greatly appreciated. In a pinch, there are usually a few cookies above the sink.

SETUP

Arrive at church between 9:15-9:30. Treats are placed on the narrow table found beside the sanctuary in Lonsdale Lounge. Please place serviettes (found in bottom cupboard, left of the kitchen sink) and small plates (if needed, found on trolley) on this table.

In order to avoid tripping the breaker, please boil water FIRST (before prepping the coffee) which will be used to wash dishes and make tea. Use plug-ins beside kitchen counter and behind bar fridge. Fill 2 electric kettles (at least two times) with water (kettles are kept on the counter, left of sink) bring to a boil and place in 4 carafes (found in the bottom cupboard, left of sink). The teapots and tea are in lower and upper cupboards left of sink, respectively. Place two teapots filled with hot water on kitchen table (one for regular tea, one for herbal).

Make Coffee: The coffee, regular and decaf, are in bags (top counter, left of sink). If we are getting low on coffee or tea, please notify Ralph Connor church office! (The person from Rundle who notifies Ralph Connor church office, should pick up the coffee from Ralph Connor!)

Preparing Regular Coffee – Fill coffee urn (found on small table beside bar fridge) with 30 cups of water and add 1 $\frac{3}{4}$ cups of regular coffee into the basket. Plug coffee urn into the outlet behind the fridge JUST before the church service starts. You will know that the urn is working with you hear it “hum”. Coffee takes about 30 minutes to make. Coffee instructions are found in upper cupboard left of sink in case quantities need to be adjusted.

Preparing Decaf Coffee – Place 6 TBSPS of Decaf Coffee in Bodum/French Press (holds about 8 cups of coffee).

Leave trolley where cups are stored beside coffee table. Folks can help themselves to the cups.

Place red “dirty dishes” bin on kitchen table (found under the sink).

Place sugar container (upper cupboard, left of the sink), a few teaspoons (drawer left of the sink), a small plate for dirty spoons, tea cups, and a few glasses (cups and glasses are on trolley) for juice and water on the kitchen table. Place a pitcher (found above sink) of water on the table also.

Serving platters for cookies, fruit, cheese & crackers, etc. are on the bottom of the trolley.

SERVING

It is wise to leave worship at the start of the final hymn to go to the kitchen for final preparations.

Pour out the water from the teapots into basin sink, make tea (one regular tea pot with two tea bags); one pot for herbal and leave on kitchen table. Place “decaf” and “regular” tea cards beside appropriate container.

Pour boiling water into Bodum/French Press and place beside coffee urn. Place “decaf” and “regular” coffee cards beside appropriate container.

Take milk and cream creamers out of fridge and place on kitchen table.

CLEAN-UP

Congregation can place dirty cups in tray that says “Dirty Dishes” located on kitchen table. There are 4 plastic wash basins (found under sink and labelled – dirty dishes, soapy water, rinse and bleach water).

- o Put dish detergent in first water basin in sink which is used to wash items;
- o The second wash basin is used to rinse dishes and is placed left of sink.
- o The third wash basin has one capful of bleach (found under the sink and place left of second basin) filled with hot water used to rinse items again. Set items on drying rack and use dishtowel to dry. Rubber gloves are under the sink.

Coffee grounds, teabags, crumbs may be put in the compost pail. If the compost or garbage bags are quite full, please take them with you for proper disposal. Bags are under the sink.

Please sweep Lonsdale Lounge. Broom and dustpan are in kitchen closet.

Please take any wet/dirty linens, dish cloths and tea-towels with you for laundering and turn off the lights. Thank you!

***** A copy of this will be left in the kitchen for reference *****