

# St Luke Fellowship Coffee Set Up and Clean Up

## Set Up:

The empty coffee urn should be on the cart or on top of the refrigerator in the Fireside Room kitchen. Start coffee and get the table and cart set up either before the 8:45 service or at least 30 minutes before the end of the service.

### Preparing the Coffee and Hot Water:

1. Open the top of the urn (turn the top to unlock it if it is locked) and take out the metal filter and tube that moves the water through the coffee grounds. Add 30 cups of water to the urn and put it back on the cart.
2. Put the tube and bottom of the metal filter back in the urn.
3. Get coffee (just decaf at this time) from the cabinet above the cart and shelf and put 1.5 cups of coffee in the filter. There are measuring scoops in the cabinet or you can find them in the Bieber Hall kitchen. Put the metal top on the filter.
4. Put the top of the urn on by pushing it down and turning it until it locks shut (the 'wings' on the top will fit into slots in the handles).
5. Plug in the urn.
6. Get the electric tea kettle and its base from the tall cabinet in the Fireside Room (it and other Fellowship Coffee items are in the right side).
7. Fill the kettle (leave some room at the top for the water to boil).
8. Put the kettle on the base, plug in the base, and turn the kettle on. The power button is at the top of the handle.

### Setting up the table and other items:

1. There should be two tables in the Fireside Room for the coffee service.
2. Get a tablecloth and put it on the table. There are large burgundy tablecloths in the lower part of the tall cabinet in the Fireside Room. Or, you can use smaller tablecloths that are the color of the church season. You can find the different colored tablecloths in the cabinet drawers in Bieber Hall. They are labeled by color.
3. Use a large plastic or silver tray and put cookies, crackers, etc on it. Cookies and other food items are in the lower cabinet to the right of the door to the Fireside Room. .
4. Gather these items (You can find them in the cabinet with the cookies, in the tall cabinet in the Fireside Room, or in the refrigerator) for the table:
  - a. The table protector for the coffee urn. They are on top of the refrigerator.
  - b. Put sugar, Splenda, and other sweeteners in a long oval glass serving dish ( in the upper cabinets to the left of the sink).

- c. Fill a pitcher (in the upper cabinets to the left of the sink) with Half-and-Half and put individual non-dairy creamers in a bowl (also in the upper cabinets to the left of the sink).
- d. Stirrers
- e. Napkins
- f. Tea bags
- g. Cups (for coffee/tea and water)
- h. Fill two plastic carafes (in the cabinets above the microwave) with water from the sink and put them in the refrigerator to get cold.

You can find some items (sugar, cups, stirrers, napkins) in the pantry off the Bieber Hall kitchen if they are not in the Fireside Room kitchen.

Place the coffee service items in the Fireside Room 5-10 minutes before the service ends. Put a trashcan by the table.

#### Clean Up:

Start clean-up no earlier than 11:00 to allow those arriving for the 11:15 service to get coffee.

Empty the tea pot and dry it out. Put it and the base back in the tall cabinet in the Fireside Room.

Wash the coffee pot.

1. Let remaining coffee run out through the dispenser into the sink.
2. Remove the filter and tube. Wash, rinse, and dry them.
3. Rinse the coffee pot and allow clean water to run through the dispenser. Dry the pot.
4. Place the tube and filter into the coffee maker and return it to the cart.

Return the other items to either lower cabinet to the right of the door to the Fireside Room or the tall cabinet in the Fireside Room.

If the tablecloth needs to be cleaned, let Diane and Kathy know or, if you are able, take it home, wash it, and bring it back to the Fireside kitchen.

Please let Kathy ([bergeron25@gmail.com](mailto:bergeron25@gmail.com)) and Diane ([vanlunk@gmail.com](mailto:vanlunk@gmail.com)) know if we need to purchase any items for Fellowship Coffee.