

Thank you for volunteering to host Epiphany's Coffee Fellowship after worship. It is here we greet visitors and one another in the name of Christ Jesus.

Supplies are stored in the plastic upright cabinet in the Groom's Room adjacent to the Chapel. The cabinet does **not** need to be locked as the room is locked after use.

You may make coffee at church or bring it from home in thermos/pump dispensers; keep food items simple and light. Please remember we have **folks on gluten-free** diets or **watching sugar intake**: try to include a whole-grain item and/or fruit, i.e. mixed fruit, tangerines, grapes or juice. There are gluten-free snacks in the Coffee Cabinet for you to use. Plan on enough snacks/fruit for 15-20 people, as not everyone stays for coffee.

### **To Set Up:**

- Cover the table in front of the mirror with a plastic or other cloth to prevent spills.
- Set out baked goods, fruit, and gluten-free options
- Set out napkins, plates and any utensils. All items may be found in the cabinet.
- Set out coffee supplies i.e. sugar, sweeteners, creamer, cups
- If you serve juice, there are small cups in the cabinet for serving

### **To Make Coffee:**

- Get the pot and the cord/plug from the bottom of the cabinet
- Fill pot to the 30-cup line (marked inside)
- Take a coffee filter and lay it in the basket in the pot; poke a hole in the filter to place it
- Add coffee in the basket on top of the filter
  - To make 30 cups you need  $\frac{3}{4}$  cup of coffee
  - Cover the pot with the top
- Plug in the coffee pot
- You may wish to check that coffee has brewed by leaving worship during the last hymn

### **Cleanup:**

- There are trash bags in the coffee cabinet. Let the coffee grounds cool before disposing of them in a trash bag (dump grounds into the trash can only if it is lined with a bag; then take the trash bag/all trash to the Kingsway dumpster behind the main building or take it home for disposal with your household trash.
- **Pls leave the Groom's Room exactly as you found it:**
  - empty the coffee pot/filter, rinse and return to the cabinet.
  - Remove all trash and put in a new trash liner
  - use the mechanical sweeper to pick up crumbs
  - wipe down any sticky surfaces
  - return supplies to the cabinet

### **Restocking:**

- If you notice we are low on coffee, cups, napkins, creamer, etc., pls either bring a replacement or contact the person who will host coffee the following Sunday, so they can bring the items.